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MONTANA BUSINESS LICENSING HANDBOOK

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MONTANA BUSINESS LICENSING HANDBOOK

Montana Business Licensing Center

DEPARTMENT OF COMMERCE
ECONOMIC DEVELOPMENT DIVISION
SMALL BUSINESS DEVELOPMENT CENTER
1424 NINTH AVENUE
HELENA, MT 59620

Rebecca R. Baumann
Business Licensing Specialist

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or in-state toll free
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September 1995

The Montana Small Business Development Center is jointly funded by the Montana Department of Commerce and the U.S. Small Business Administration under Cooperative Agreement No. 5-7770-0027-08.

FORWARD

This handbook is a compilation of state licenses/permits required by law to do business in the State of Montana. Most required application forms and information can be obtained from the Business Licensing Center of the Department of Commerce, as well as from the individual issuing agency.

The information listed is obviously presented in summary form. Every effort has been made to be accurate and comprehensive, however, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all the government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

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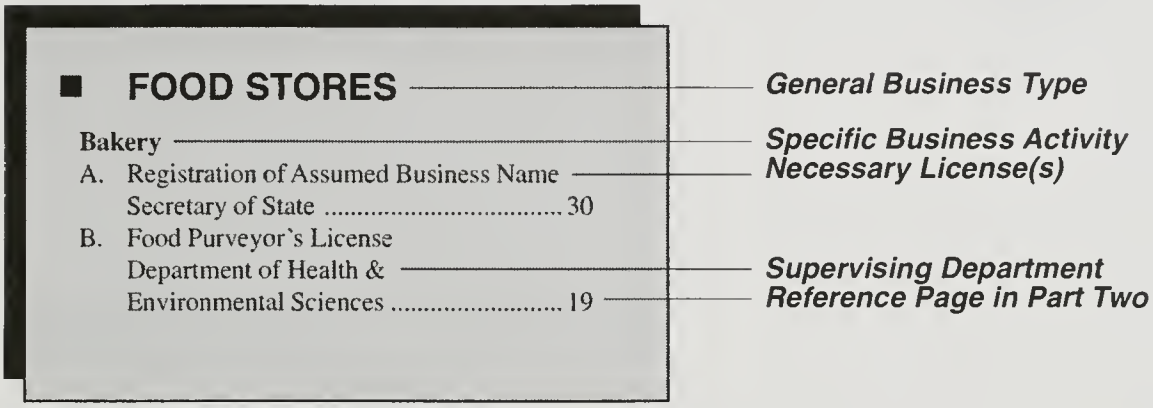
HOW TO USE THIS HANDBOOK

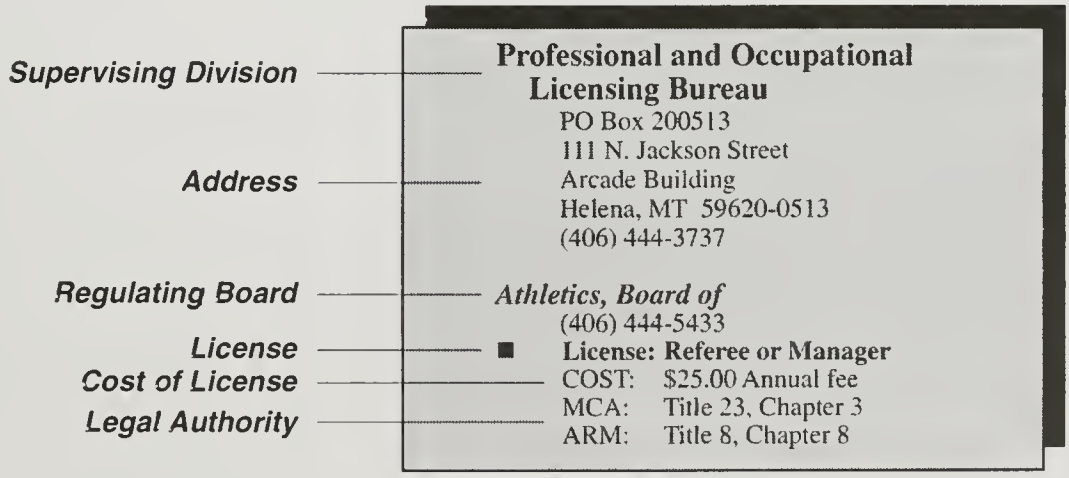
PART ONE • LICENSING BY BUSINESS TYPE

Part One of the *Montana Business Licensing Handbook* provides an index to licenses required to operate some common (and not-so-common) types of businesses in Montana. This part indexes entries first by general business type, and then by specific business activities. For each business, the index lists licenses required to operate the business, the Department requiring the licenses, and the page in Part Two of the *Handbook* on which you can find more information about the license (see below).



PART TWO • LICENSING BY DEPARTMENT

Part Two of the *Montana Business Licensing Handbook* summarizes the licenses required by each department, division, bureau, and board of state government. This part lists the names, addresses, and phone numbers of the supervising entities; the name and cost of each license; and the legal authority for each license as enumerated in the *Montana Code Annotated* and the *Administrative Rules of Montana*.



IMPORTANT NEWS FOR MONTANA RETAILERS AND WHOLESALERS!

DEPARTMENT OF REVENUE

MARC RACICOT, GOVERNOR

MITCHELL BUILDING
PO BOX 202701

STATE OF MONTANA

HELENA, MONTANA 59620-2701

TO: Wholesale and Retail Vendors

FROM: Montana Department of Revenue

SUBJECT: Montana Store License

DATE: August 8, 1995

Effective September 1, 1991, the Montana State Store license is no longer required. Montana wholesale and retail businesses used the Store License number to obtain a sales tax exemption when purchasing goods, wares or merchandise from out-of-state vendors. The number will no longer be available.

Montana has no Sales Tax. Therefore, no Sales Tax number exists.

The only unique number a business has is the federal identification number (FIN), Federal Employer Identification Number (FEIN), or social Security Number (SSN). Montana uses the federal identification number in tracking business income. Therefore, the FIN should satisfy your needs.

If you have any questions, please contact me at the address/phone below.

Bill Kloker, Tax Program Manager
Business Tax Bureau
P.O. Box 5839
Helena, MT 59604
(406)444-3388

"AN EQUAL OPPORTUNITY EMPLOYER"

PART ONE: LICENSING BY BUSINESS TYPE

RETAIL & WHOLESALE SALES

■ APPAREL & ACCESSORY STORES

Children's & Infants' Wear Stores

Men's Clothing & Furnishings

Miscellaneous Apparel & Accessories

Women's Clothing, Accessory, & Specialty Stores

A. Registration of Assumed Business Name
Secretary of State 37

Furriers & Fur Shops

A. Registration of Assumed Business Name
Secretary of State 37

B. Fur Dealer License
Department of Fish, Wildlife, & Parks 24

■ AUTOMOTIVE DEALERS & SERVICE STATIONS

Gasoline Service Stations

A. Registration of Assumed Business Name
Secretary of State 37

B. Petroleum Dealer's License
Department of Commerce 21

C. Underground Storage Tank Program 23

Taking on a Partner or Hiring Employees?

If so, you'll need to do the following:

- ☑ Obtain a federal tax I.D. number from the Internal Revenue Service
- ☑ Get a state tax I.D. number from the Montana Department of Revenue
- ☑ Register for Unemployment Insurance and Workers' Compensation Insurance with the Montana Department of Labor and Industry
- ☑ Register the business name with the Secretary of State

Motorcycle, Boat, or Recreational Vehicle Stores
A. Registration of Assumed Business Name
Secretary of State 37
B. Applicable Dealer's License
Department of Justice 26

New & Used Car Dealers
A. Registration of Assumed Business Name
Secretary of State 37
B. New Car Dealer's License
C. Used Car Dealer's License
Department of Justice 27

■ BUILDING MATERIALS & GARDEN SUPPLIES

Hardware Stores
A. Registration of Assumed Business Name
Secretary of State 37
B. Weighing Device License*
Department of Commerce 21

Lumber & Other Building Supplies
A. Registration of Assumed Business Name
Secretary of State 37
B. Weighing Device License*
Department of Commerce 21

Paint, Glass, & Wallpaper
A. Registration of Assumed Business Name
Secretary of State 37

Nurseries & Garden Stores
A. Registration of Assumed Business Name
Secretary of State 37
B. Nurseryman's License
Department of Agriculture 9

■ FOOD STORES

Bakery
A. Registration of Assumed Business Name
Secretary of State 37
B. Food Purveyor's License
Department of Public Health & Human Services 33

Candy, Nut, & Confectionery Stores
A. Registration of Assumed Business Name
Secretary of State 37
B. Food Purveyor's License
Department of Public Health & Human Services 33
C. Weighing Device License
Department of Commerce 21

Dairy Products
A. Registration of Assumed Business Name
Secretary of State 37
B. Food Purveyor's License
Department of Public Health & Human Services 33
C. Wholesale Production of Dairy Products or By-products
Department of Livestock 29

* If Appropriate

Fruit & Vegetable Stands

A. Registration of Assumed Business Name
Secretary of State 37
B. Agricultural License
Department of Agriculture 10
C. Weighing Device License*
Department of Commerce 21

Grocery Stores

A. Registration of Assumed Business Name
Secretary of State 37
B. Beer/Wine Retailer's License* 36
C. Cigarette Dealer's License
Department of Revenue 35
D. Food Purveyor's License
Department of Public Health & Human Services 33
E. Egg Dealer's License (required only if selling more than 25 cases per month)
Department of Livestock 29
F. Weighing Device License*
G. Petroleum Dealer's License*
Department of Commerce 21
H. Meat Establishment License (required if butchering, peddling, or slaughtering meat)
Department of Livestock 29

Meat & Fish Markets

A. Registration of Assumed Business Name
Secretary of State 37
B. Food Purveyor's License
Department of Public Health & Human Services 33
C. Meat Establishment License
Department of Livestock 29
D. Weighing Device License
Department of Commerce 21

Miscellaneous Food Stores

A. Registration of Assumed Business Name
Secretary of State 37
B. Food Purveyor's License
Department of Public Health & Human Services 32

■ FURNITURE & HOME FURNISHING STORES

Drapery & Upholstery Stores

Floor Covering Stores

Furniture Stores

Household Appliance Stores

Miscellaneous Home Furnishing Stores

Radio, Television, & Music Stores

A. Registration of Assumed Business Name
Secretary of State 37

■ GENERAL MERCHANDISE STORES

Department Stores

Variety Stores

A. Registration of Assumed Business Name
Secretary of State 37

■ MISCELLANEOUS RETAIL STORES

Proprietary Stores

A. Registration of Assumed Business Name
Secretary of State 37

Liquor Stores

A. Registration of Assumed Business Name
Secretary of State 37

B. Applicable Liquor License(s)
Department of Revenue 35

Book Stores

Camera & Photographic Supply Stores

Gift, Crafts, Novelty, & Souvenir Shops

Hobby, Toy, & Game Stores

Jewelry Stores

Luggage & Leathergood Stores

Secondhand Stores

Sporting Goods & Bicycle Stores

Stationery Stores

A. Registration of Assumed Business Name
Secretary of State 37

■ RESTAURANTS & BARS

Eating Establishments

A. Registration of Assumed Business Name
Secretary of State 37

B. Food Purveyor's License
Department of Public Health & Human Services 32

Eating Establishments - Beer Only

A. Registration of Assumed Business Name
Secretary of State 37

B. Food Purveyor's License
Department of Public Health & Human Services 32

C. Beer Retailer's License
Department of Revenue 35

Eating Establishments - Beer & Wine Only

A. Registration of Assumed Business Name
Secretary of State 37

B. Food Purveyor's License
Department of Public Health & Human Services 32

C. Beer and Wine Retailer's Licenses
Department of Revenue 35

* If Appropriate

Eating Establishments - Full Bar Service

A. Registration of Assumed Business Name
Secretary of State 37

B. Food Purveyor's License
Department of Public Health & Human Services 32

C. All-Beverage License
Department of Revenue 35

SERVICES

■ AMUSEMENT & RECREATIONAL SERVICES

Billiards Establishments

Bowling Alleys

Drive-in Motion Picture Theaters

Motion Picture Theaters

Outfitters & Guides

A. Registration of Assumed Business Name
Secretary of State 37

B. Outfitter and/or Guide License
Board of Outfitters and Professional Guides 18

C. Food Purveyor's License*
Department of Public Health & Human Services 32

Public Golf Courses

Membership Sports & Recreation Clubs

A. Registration of Assumed Business Name
Secretary of State 37

B. Swimming Pool or Area Approval*
Department of Public Health & Human Services 32

Fireworks

A. Registration of Assumed Business Name
Secretary of State 37

B. County Requirements

C. Fireworks Wholesaler's License*
Building Codes Bureau 12

■ BUSINESS SERVICES

Advertising Agencies

Blueprinting & Photocopying

Commercial Photography & Art

Data Processing

General Contracting

Legal Services

Mailing, Reproduction, & Stenographic Services

Marketing

* If Appropriate

Photofinishing Laboratories
A. Registration of Assumed Business Name
Secretary of State 37

Accounting, Auditing, & Bookkeeping
A. Public Accountant License*
Board of Public Accountants 19
B. Registration of Assumed Business Name
Secretary of State 37

Detective & Protective Agencies
A. Private Security, Patrolmen, and Investigator's License
Board of Private Security Patrolmen & Investigators 19
B. Registration of Assumed Business Name
Secretary of State 37
Engineering & Architectural
C. Engineer & Land Surveyor License
Board of Professional Engineers & Land Surveyors 19
D. Architectural Examination License
Board of Architects 13
E. Registration of Assumed Business Name
Secretary of State 37

■ EDUCATIONAL SERVICES

Business & Secretarial Schools

Public Vocational Schools
A. Proprietary School License
B. Proprietary School Agent Permit
Department of Commerce 12

■ HOTELS, MOTELS, AND OTHER LODGING PLACES

Hotels, Motels, & Tourist Homes
A. Public Accommodations License
B. Food Purveyor's License
Department of Public Health & Human Services 32
C. Accomodations Registration
D. All-Beverage Licenses*
Department of Revenue 35
E. Registration of Assumed Business Name
Secretary of State 37
F. Swimming Pool or Area Approval *
Department of Public Health & Human Services 32

Bed & Breakfast Establishments
A. Public Accommodations License and/or Tourist Home License
B. Food Purveyor's License
Department of Public Health & Human Services 32
C. Accomodations Registration
Department of Revenue 35
D. Registration of Assumed Business Name
Secretary of State 37

Retirement Homes
A. Public Accommodations License and/or Tourist Home License
B. Food Purveyor's License
Department of Public Health & Human Services 32

* If Appropriate

C. Nursing Facility Bed Tax
Department of Revenue 35
D. Registration of Assumed Business Name
Secretary of State 37

Camps & Trailer Parks
A. Tourist Campground and/or Trailer Court License
Department of Public Health & Human Services 32
B. Registration of Assumed Business Name
Secretary of State 37

■ MISCELLANEOUS REPAIR SERVICES

Appliance Repair

Automotive Repair Shops

Computer Repair

Refrigeration & Heating Service & Repair

Upholstery & Furniture Repair
A. Registration of Assumed Business Name
Secretary of State 37

■ PERSONAL SERVICES

Barber Shop
A. Registration of Assumed Business Name
Secretary of State 37
B. Board of Barbers
Department of Commerce 12

Beauty Shop
A. Registration of Assumed Business Name
Secretary of State 37
B. Board of Cosmetologists
Department of Commerce 12

Laundry, Cleaning, & Garment Service

Photographic Portrait Studios

Shoe Repair
A. Registration of Assumed Business Name
Secretary of State 37

■ SOCIAL SERVICES

Child Care Services
A. Child Adoption Agency License
B. Child Care Agency License
C. Youth Foster Care License
D. Day-Care License
E. Preschool Requirements
Department of Public Health & Human Services 32

Individual & Family Services
A. Day-Care License
B. Preschool Requirements
Department of Public Health & Human Services 32

Residential Care
A. Adult Foster Care License
B. Community Homes for Developmentally Disabled License
C. Group Homes for the Physically Disabled License
D. Youth Group Home License
Department of Public Health & Human Services 32

PART TWO: LICENSING BY DEPARTMENT

DEPARTMENT OF AGRICULTURE

Agricultural Sciences Division

Agriculture/Livestock Building
6th & Roberts Street
PO Box 200201
Helena, MT 59620-0201
(406) 444-2944

- **License:** **Alfalfa Leaf-cutting Bee Registration**
  COST: $15.00 Registration fee. Laboratory service at additional cost.
  MCA: Title 80, Chapter 6

- **License:** **Agricultural Seed License (Conditioner, Dealer, Labeler)**
  COST: $50.00 per year per license
  MCA: Title 80, Chapter 5

- **License:** **Bees & Honey**
  COST: $20.00 minimum—$400.00 maximum based on number of hives. Apiary registration required.
  MCA: Title 80, Chapter 6

- **License:** **Commercial Feed or Pet Foods — Registration**
  COST: $25.00 for each pet food
  $6.50 for each commercial feed
  MCA: Title 80, Chapter 9

- **License:** **Commodity Dealer**
  COST: $232.00 per year, plus special bond requirements
  MCA: Title 80, Chapter 4

- **License:** **Feed Permit License**
  COST: $25.00 license
  MCA: Title 80, Chapter 9

All commercial feed dealers, feed distributors, and feed manufacturers for distribution must obtain a permit before conducting business in or into Montana. Pet food manufacturers and dealers selling only pet foods do not need a permit.

- **License:** **Fertilizer/Soil Amendment Licenses**
  COST: $50.00 for each renewal received before January 1
  $75.00 for each renewal received after January 1, or each new license
  MCA: Title 80, Chapter 10

Exemption—Dealers who sell exclusively unmanipulated animal or vegetable manures, or specialty fertilizers (packaged for nonfarm use) do not need this license.

- **License:** **Nurseryman's License**
  COST: $95.00 per nursery

A license is not required of nursery if gross annual sales are less than $1000.00. On January 1, 1996, license fee for sales between $1000.00-3000.00 is $30.00.
MCA: Title 80, Chapter 7

- **License:** **Pesticide Applicator/Operator**
  COST: $75.00 Commercial, Noncommercial or Public Utility
  $75.00 Governmental Applicator (annually) for the first four individuals within an agency ($600.00 cap, per agency)
  $20.00 for each application thereafter
  $25.00 for the first and second Operator license
  $10.00 for the third (and thereafter) Operator license.
  MCA: Title 80, Chapter 8

Specific Applicator Classification:
Agricultural Plant Pest Control, Forest Pest Control, Aquatic Pest Control, Demonstration & Research Pest Control, Livestock Protection Collar, Agricultural Animal Pest Control, Ornamental and Turf Pest Control, Right-of-Way Pest Control, Industrial Institute Structure & Health Related, Sodium Cyanide (M-44), Agricultural Vertebrate Pest Control, Seed Treatment, Public Health Pest Control, Wood Treatment and Special Utility.

- **License:** **Produce Dealer's License**
  COST: $50.00 per License
  MCA: Title 80, Chapter 3

- **License:** **Public Warehouse**
  COST: $232.00 per year, plus special bond requirements
  MCA: Title 80, Chapter 4

- **License:** **Registration of Commercial Fertilizer, Soil Amendment, or Specialty Fertilizer Registration**
  COST: $10.00 per label
  $20.00 per commercial fertilizer
  $35.00 per specialty fertilizer
  MCA: Title 80, Chapter 10

- **License:** **Registration of Pesticide Registration**
  COST: $150.00 per label
  MCA: Title 80, Chapter 8

Regulatory Pest Control (Government Only):
Mosquito Abatement, Predator, Quarantine, Rabid Skunk, Rodent, and Weed.

- **License:** **Pesticide Dealer**
  COST: $75.00 Annual fee
  MCA: Title 80, Chapter 8

- **License:** **Government Pesticide Dealers**
  COST: $75.00 One year
  MCA: Title 80, Chapter 8

- **License:** **Private (Farm) Applicator**
  COST: $50.00 for 5-year license
  MCA: Title 80, Chapter 8

STATE AUDITOR

Examinations Division

126 North Sanders Street
PO Box 4009
Helena, MT 59604-4009
(406) 444-2040

- **License:** **Administrator's Certificate of Registration**
  COST: $100.00 Annual fee
  MCA: Title 33, Chapter 17, Part 6

- **License:** **Health Maintenance Organization Certificate of Authority**
  COST: $300.00 Annual fee
  MCA: Title 33, Chapter 31

- **License:** **Health Service Corporation Certificate of Authority**
  COST: $300.00 Annual fee
  MCA: Title 33, Chapter 30

- **License:** **Insurance Company Certificate of Authority**
  COST: $600.00 Annual fee
  MCA: Title 33, Chapters 2 and 3

In addition to the annual renewal fee of $600.00, there is a $25.00 annual statement filing fee and a $200.00 operation fee.

- **License:** **Licensure as a Reinsurance Intermediary**
  COST: None
  MCA: Title 33, Chapter 2, Part 17

- **License:** **Motor Club Certificate of Authority**
  COST: $100.00 Annual fee
  MCA: Title 61, Chapter 12, Part 303

- **License:** **Placement on Accredited Reinsurance Approved List**
  COST: None
  MCA: Title 33, Chapter 2, Part 1216

- **License:** **Placement on Advisory Organizations Approved List**
  COST: None
  MCA: Title 33, Chapter 16

- **License:** **Placement on Surplus Lines Eligibility List**
  COST: None
  MCA: Title 33, Chapter 2

- **License:** **Premium Finance Certificate of Authority**
  COST: $100.00 Annual fee
  MCA: Title 33, Chapter 14

- **License:** **Rating Organization Certificate of Authority**
  COST: $100.00 Annual fee
  MCA: Title 33, Chapter 16

Insurance Department

126 North Sanders Street
Room 270
PO Box 4009
Helena, MT 59604-4009
(406) 444-2895

- **License: Insurance Adjuster**
  COST: $15.00 Initial and annual renewal
  MCA: Title 33, Chapter 17
  ARM: Title 6, Chapter 6

- **License: Insurance Agency — Resident and Nonresident**
  COST: Based on number of producers (agents)
  MCA: Title 33, Chapter 17
  ARM: Title 6, Chapter 6

Must be registered through the Montana Secretary of State.
Submit Certification of Registration.
Submit Articles of Incorporation or Partnership Agreements.
Company appointments required.

- **License: Insurance Consultant**
  COST: $50.00 Annual application fee
  $50.00 Exam
  MCA: Title 33, Chapter 17
  ARM: Title 6, Chapter 6

Must comply with continuing education requirements.

- **License: Insurance Producer — Montana Resident**
  COST: $15.00 Application fee
  MCA: Title 33, Chapter 17
  ARM: Title 6, Chapter 6

Must comply with continuing education requirements.
Exam administered by Assessment Systems, Inc. Call 800-274-8906 for more information. Company appointment required.
Bail Bondspersons must hold this license.

- **License: Insurance Producer — Nonresident**
  COST: $100.00 Application fee
  $10.00 Nonresident annual renewal
  MCA: Title 33, Chapter 17
  ARM: Title 6, Chapter 6

Must comply with continuing education requirements.
Company appointment required.

- **License: Purchasing Groups (Registration)**
  COST: None
  MCA: Title 33, Chapter 11

Copy of Domicilliary state's approval of registration.
Group must have an insurance producer or surplus lines producer (agent) license in Montana.
Officer/Director must be identified.

- **License: Risk Retention Groups (Registration)**
  COST: None
  MCA: Title 33, Chapter 11

If marketing indirect, must have an insurance producer (agent) licensed with Insurance Department.
Must appoint agents in accordance with licensing regulations.
Officers/Directors must be identified.

Securities Department

126 North Sanders Street
Room 270
PO Box 4009
Helena, MT 59604-4009
(406) 444-2040

- **License: Broker-Dealer Registered Representatives Registration**
  COST: $50.00 Annual fee

The $50.00 fee is paid directly to the CRD through the NASD. The applicant must also submit a U-4 Form to the CRD and proof of passing the Series 63 examination.
MCA: Title 30, Chapter 10
ARM: Title 6, Chapter 10

- **License: Broker—Dealer Registration**
  COST: $200.00 Annual fee

The $200.00 fee is paid directly to the Central Registration Depository (CRD) through the National Association of Securities Dealers.
MCA: Title 30, Chapter 10
ARM: Title 6, Chapter 10

- **License: Investment Adviser Registered Representatives Registration**
  COST: $50.00 Annual fee

The $50.00 fee is paid directly to the Montana Securities Department. Renewal must be received no later than December 31st of each calendar year. The applicant must submit a U-4 Form and proof of passing the Series 65 examination.
MCA: Title 30, Chapter 10
ARM: Title 6, Chapter 10

- **License: Investment Adviser Registration**
  COST: $200.00 Annual fee

The $200.00 fee is paid directly to the Montana Securities Department. Renewals must be received no later than December 31st of each calendar year.
MCA: Title 30, Chapter 10
ARM: Title 6, Chapter 10

- **License: Issuer-Appointed Registered Representatives Registration**
  COST: $50.00 Annual fee

The $50.00 fee is paid directly to the Montana Securities Department. Renewals must be received no later than December 31st of each calendar year. The Department waives the exam requirement for issuer-appointed persons. A U-4 Form must be submitted to the Department.

MCA: Title 30, Chapter 10
ARM: Title 6, Chapter 10

DEPARTMENT OF COMMERCE

Banking and Financial Institutions, Division of

1520 E. 6th Avenue, Room 50 (Subject to Change)
PO Box 200512
Helena, MT 59620-0512
(406) 444-2091

- **License: Consumer Loan License**
  COST: $175.00, $125.00 Annual renewal
  MCA: Title 32, Chapter 5

- **License: Consumer Loan Supplementary License**
  COST: $75.00 Annual renewal
  MCA: Title 32, Chapter 5

- **License: Credit Union Charter**
  COST: None
  MCA: Title 32, Chapter 3

- **License: Escrow Company**
  COST: $350.00
  MCA: Title 32, Chapter 7

- **License: New Bank Charter**
  COST: $3000.00
  MCA: Title 32, Chapter 1

- **License: Sales Finance Company License**
  COST: $100.00 Annual renewal
  MCA: Title 31, Chapter 1

Building Codes Bureau

1218 East 6th Avenue
PO Box 200517
Helena, MT 59620-0517
(406) 444-3933

- **License: Boiler Operating Certificate**
  COST: Variable
  MCA: Title 50, Chapter 74
  ARM: Title 8, Chapter 70

- **License: Building Permit**
  COST: Building permit fee varies dependent on total valuation
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

- **License: Electrical Permit**
  COST: Variable
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

- **License: Escalators**
  COST: $55.00 Plan review
  $100.00 Annual inspection
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

- **License: Mechanical Permit**
  COST: Varies mechanical by system
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

- **License: Passenger Elevators (installation or alteration)**
  COST: Variable fee on plan review; $100.00 Annual inspection
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

- **License: Plumbing Permit**
  COST: Variable
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

- **License: Special Service Elevators**
  COST: $55.00 Plan review
  $100.00 Annual inspection
  MCA: Title 50, Chapter 60
  ARM: Title 8, Chapter 70

Consumer Affairs, Office of

1424 9th Avenue
PO Box 200501
Helena, MT 59620-0501
(406) 444-4312

- **License:** **Proprietary School Agent Permit**
  COST: $25.00 New
  $10.00 Renewal
  $1,000.00 Surety bond required
  MCA: Title 20, Chapter 30
  ARM: Title 8, Chapter 78, Part 404

- **License:** **Proprietary School License**
  COST: $50.00 New
  $25.00 Renewal
  $10,000.00 Surety bond required
  MCA: Title 20, Chapter 30
  ARM: Title 8, Chapter 78, Part 404

Montana Lottery

2525 North Montana Avenue
Helena, MT 59601-0542
(406) 444-5825

- **License:** **Retailer License**
  COST: $50.00 One-time fee
  MCA: Title 23, Chapter 7, Part 301
  ARM: Title 8, Chapter 127, Part 601

No person under eighteen years of age may sell lottery tickets or chances. A license as an agent to sell lottery tickets or chances may not be issued to any person to engage in business exclusively as a lottery ticket or sales agent. A license is not assignable or transferable.

Professional and Occupational Licensing Bureau

111 N. Jackson Street
Arcade Building
PO Box 200513
Helena, MT 59620-0513
(406) 444-3737

Alternate Health Care, Board of

(406) 444-5436

- **License:** **Midwives, Midwife Apprentices, Naturopaths**
  COST: $250.00 Midwife Application
  $ 50.00 Midwife Original License
  $300.00 Midwife Examination
  $300.00 Midwife Renewal
  $200.00 Midwife Provisional
  $200.00 Midwife Apprentice
  $200.00 Midwife Apprentice Renewal
  $150.00 Midwife Exam proctor-only fee
  $ 20.00 Administrative/copying requests
  $300.00 Naturopathic Application
  $200.00 Naturopathic Original License
  $350.00 Naturopathic Renewal
  $100.00 Naturopathic Specialty Certificate
  $ 25.00 Naturopathic Specialty Certificate Renewal
  MCA: Title 37, Chapters 26 and 27
  ARM: Title 8, Chapter 4

Architects, Board of

(406) 444-3745

- **License:** **Architectural License**
  COST: Examination and Re-examination
  Division A — $33.00
  Division B — Written — $17.00
  Division B — Graphics — $55.00
  Division C — $88.00
  Division D/F — $26.00
  Division E — $11.00
  Division G-1 — $33.00
  $100.00 Reciprocity
  $ 40.00 Renewal
  $ 85.00 Late renewal
  $ 20.00 Original license fee
  $ 27.00 Documents
  MCA: Title 37, Chapter 75
  ARM: Title 8, Chapter 6

Athletics, Board of

(406) 444-5433

- **License:** **Boxer or Wrestler (professional)**
  COST: $25.00 Annual fee

- **License:** **Promoters**
  COST: $250.00 plus a $5,000.00 Surety bond
  MCA: Title 23, Chapter 3
  ARM: Title 8, Chapter 8

- **License:** **Referee or Manager**
  COST: $25.00 Annual fee
  MCA: Title 23, Chapter 3
  ARM: Title 8, Chapter 8

- **License:** **Seconds or Judges**
  COST: $15.00 Annual fee
  MCA: Title 23, Chapter 3
  ARM: Title 8, Chapter 8

Barbers, Board of
(406) 444-3738

- **License:** **Barber License**
  COST: $ 30.00 Exam fee
  $ 25.00 Barber License original
  $ 25.00 Annual Barber renewal
  $100.00 Reciprocity
  $ 50.00 Instructor License original
  $ 40.00 Instructor renewal
  MCA: Title 37, Chapter 30

- **License:** **Instructor**
  COST: $50.00 Original
  $25.00 Renewal
  MCA: Title 37, Chapter 30

- **License:** **Shop and School**
  COST: $20.00 Shop
  $25.00 Inspection fee
  $20.00 Annual renewal
  $50.00 Barber School
  $35.00 Renewal Barber school
  $10.00 Temporary permit
  MCA: Title 37, Chapter 30

Boiler, Blaster, and Crane Licensing & Inspection
(406) 444-1653

- **License:** **Boiler Engineer***
  COST: $ 8.00 Low Pressure
  $12.00 Third Class
  $20.00 Second Class
  $30.00 First Class
  Agricultural Class
  $ 4.00 Renewal
  MCA: Title 50, Chapter 74
  ARM: Title 24, Chapter 30

- **License:** **Construction Blaster***
  COST: $ 5.00 Application fee
  $ 5.00 Examination fee
  $15.00 License fee
  $10.00 Renewal
  MCA: Title 37, Chapter 72
  ARM: Title 24, Chapter 30

- **License:** **Crane and Hoisting***
  COST: $12.00 Third Class
  $20.00 Second Class
  $30.00 First Class
  $ 4.00 Renewal
  MCA: Title 50, Chapter 76
  ARM: Title 24, Chapter 30

First and Second Class require an Annual Physician Form signed by a medical doctor. Third Class does not need annual physical.

- **License:** **Hoisting Engineer***
  COST: $20.00 Second Class
  $30.00 First Class
  $ 4.00 Renewal
  MCA: Title 50, Chapter 76
  ARM: Title 24, Chapter 30

Annual renewal must have current Annual Physical Form signed by a medical doctor.

- **License:** **Traction License***
  COST: $12.00 License
  $ 4.00 Renewal
  MCA: Title 50, Chapter 74
  ARM: Title 24, Chapter 30

***All fees are being revised.**

Chiropractors, Board Of
(406) 444-5433

- **License:** **Chiropractor**
  COST: $125.00 Application fee
  $ 75.00 Original License
  $100.00 Annual renewal fee — active
  $ 50.00 Annual renewal fee — inactive
  $ 50.00 Re-examination fee
  $125.00 Impairment Evaluator's Application
  $ 75.00 Impairment Evaluator's Certificate
  $ 50.00 Renewal
  $ 35.00 Late fee
  $ 25.00 Preceptor/Intern Registration
  MCA: Title 37, Chapter 12
  ARM: Title 8, Chapter 12

Cosmetologists, Board of
(406) 444-4288

- **License:** **Clinical Laboratory Science Practitioners; Scientist, Specialist, Technician**
  COST: $ 90.00 Original Application
  $100.00 Temporary License
  $ 30.00 Renewal (annual)
  $ 30.00 Late Renewal
  $ 75.00 Reciprocal Application
  $ 15.00 Duplicate License
  MCA: Title 37, Chapter 34
  ARM: Title 8, Chapter 13

- **License:** **Cosmetologist - Manager Operator**
  COST: $15.00 Renewal License
  $10.00 Temporary Permit
  $50.00 Penalty per year
  $75.00 Reciprocity
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

- **License:** **Cosmetologist - Student**
  COST: $10.00 Registration or Re-enrollment
  $10.00 Temporary Permit
  $50.00 Exam
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

- **License:** **Electrologist**
  COST: $ 10.00 Original License or Renewal
  $100.00 Exam or Reciprocity
  $ 25.00 Penalty
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

- **License:** **Manicurist**
  COST: $15.00 Original License
  $50.00 Penalty
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

- **License:** **Manicurist - Instructor**
  COST: $100.00 Instructor's Exam
  $ 20.00 fee Transcripts/Verification
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

- **License:** **Manicurist - Student**
  COST: $10.00 Registration or Re-enrollment
  $10.00 Temporary Permit
  $50.00 Examination
  $50.00 Penalty
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

- **License:** **Salon (all establishments)**
  COST: $20.00 Original Shop License
  $50.00 Penalty
  $20.00 Renewal
  $60.00 Original Inspection fee
  MCA: Title 37, Chapter 31
  ARM: Title 8, Chapter 14

Dentistry, Board of

(406) 444-3745

- **License:** **Dental Hygienist**
  COST: $ 85.00 Examination, Re-examination
  $100.00 Original License
  $100.00 Active/Inactive Renewal
  $ 30.00 Duplicate License
  $100.00 Renewal Penalty
  $ 30.00 Documents
  $ 15.00 Certification
  $ 75.00 Credential Application fee
  MCA: Title 37, Chapter 4
  ARM: Title 8, Chapter 16

- **License:** **Dentist**
  COST: $ 85.00 Examination or Re-examination
  $ 30.00 Duplicate License
  $100.00 Original License
  $100.00 Renewal Penalty
  $133.00 Active/Inactive Renewal
  $ 30.00 Documents
  $ 15.00 Certification
  MCA: Title 37, Chapter 4
  ARM: Title 8, Chapter 16

- **License:** **Dentist's Anesthesia Permit**
  COST: $200.00 Full General Application
  $ 25.00 Full General Renewal
  $200.00 Light General Application
  $ 25.00 Light General Renewal
  $200.00 Conscious Sedation
  $ 25.00 Conscious Sedation
  $ 25.00 Renewal
  $200.00 Initial Inspection
  $150.00 Re-inspection
  MCA: Title 37, Chapter 4
  ARM: Title 8, Chapter 16

- **License:** **Denturists**
  COST: $200.00 Application, Original License, Exam and full Re-examination
  $100.00 Written Re-examination
  $100.00 Renewal
  $ 50.00 Duplicate, Replacement or Second-Address License
  MCA: Title 37, Chapter 29
  ARM: Title 8, Chapter 17

State Electrical Board

(406) 444-3728

- **License:** **Electricians, Electrical Contractors**
  COST: $225.00 Contractor (3 years)
  $ 75.00 Master (3 years)
  $ 30.00 Journeyman and Residential (3 years)
  $ 10.00 Application fee
  $ 50.00 Exam fee
  $ 25.00 Reciprocal
  Next renewal 07-15-97
  MCA: Title 37, Chapter 68
  ARM: Title 8, Chapter 18

Fire Protection Permitting and Licensing

(406) 444-3728

- **License:** **Fireworks Wholesaler Permit**
  COST: $55.00 Application fee
  MCA: Title 50, Chapter 37
  ARM: Title 8, Chapter 70

- **License: Persons Selling, Installing, and Servicing Fire Protection Equipment**
  COST: $200.00 License
  $100.00 Endorsement
  MCA: Title 50, Chapter 39
  ARM: Title 8, Chapter 7

A one-time processing fee shall be paid prior to obtaining a license and endorsement to conduct an inspection of the premises to ensure the applicant is properly equipped to provide the sales or services to be licensed and endorsed.

Hearing Aid Dispensers, Board of
(406) 444-5433

- **License: Hearing Aid Dispensers**
  COST: $150.00 Application
  $125.00 Renewal
  $100.00 Original License
  $ 65.00 Re-exam (written)
  $ 55.00 Re-exam (practical)
  MCA: Title 37, Chapter 16
  ARM: Title 8, Chapter 20

Horse Racing, Board of
(406) 444-4287

- **License: Horse Racing**
  COST: $ 30.00 Trainer
  $ 30.00 Assistant Trainer
  $ 30.00 Owner
  $ 30.00 Temporary Owner
  $ 35.00 Owner - Trainer
  $110.00 Track License
  $ 30.00 Jockey
  $ 30.00 Jockey Apprentice
  $ 30.00 Jockey Agent
  $ 20.00 Authorized Agent
  $ 30.00 Stable Name
  PARIMUTUEL #1
  $ 20.00 Parimutuel Manager
  $ 20.00 Auditor
  $ 60.00 Totalisator Company
  $ 20.00 Tote Employee
  PARIMUTUEL #2
  $ 10.00 Parimutuel employees at live race meets and simulcast races
  OFFICIAL #1
  $ 30.00 Racing Secretary
  $ 30.00 State Veterinarian
  OFFICIAL #2
  $ 20.00 Chief of Security
  $ 20.00 Director of Racing
  $ 20.00 Identifier
  $ 20.00 Paddock Judge
  $ 20.00 Patrol Judge
  $ 20.00 Racing Secretary Assistant
  $ 20.00 Steward - track
  $ 20.00 Starter
  $ 20.00 Track Superintendent
  $ 20.00 Custodian Jockeys' Room
  $ 20.00 Clerk of Scales
  $ 20.00 Handicapper
  $ 20.00 Placing Judge
  $ 20.00 Timer
  $ 20.00 Horsemen's Bookkeeper
  $ 20.00 Office Personnel
  OCCUPATIONAL #1
  $ 30.00 Veterinarian Practicing
  $ 30.00 Plater
  OCCUPATIONAL #2
  $ 20.00 Announcer
  $ 20.00 Exercise Person
  $ 20.00 Groom
  $ 20.00 Valet
  $ 20.00 Photo Manager
  $ 20.00 Outrider
  $ 20.00 Pony Person
  $ 20.00 Tip Sheet Seller
  $ 60.00 Photo Company
  $ 20.00 Gate Attendant
  $ 20.00 Photo Employee
  $ 20.00 Security Staff
  $ 20.00 Starter Assistant
  $ 20.00 Veterinarian Assistant
  $ 20.00 Others not listed
  $ 20.00 Track Maintenance
  $ 20.00 Spouse/family
  $ 35.00 Director of Simulcast Network
  $ 30.00 Parimutuel Manager at Simulcast Network
  $ 35.00 Director at Simulcast Facility
  $ 30.00 Parimutuel Manager or Money Room Manager at Simulcast Facilities
  $ 35.00 Chief of Security at Simulcast Facilities
  $ 60.00 Program Company
  $ 30.00 Program Manager
  $ 20.00 Program Employee
  $135.00 Simulcast Site or Network License
  $ 30.00 Lessor
  $ 10.00 Not requiring licenses but requiring identification.
  MCA: Title 23, Chapter 4, Part 201
  ARM: Title 8, Chapter 22, Part 503

Landscape Architects, Board of
(406) 444-5433

- **License: Landscape Architecture**
  COST: $125.00 Application fee
  $ 50.00 License
  $175.00 Renewal
  Fee for full examination varies.
  MCA: Title 37, Chapter 66
  ARM: Title 8, Chapter 24

Medical Examiners, Board of
(406) 444-4284 or 4276

- **License:** **Acupuncture**
  COST: $50.00 Application fee
  $25.00 Renewal fee
  MCA: Title 37, Chapter 13
  ARM: Title 8, Chapter 28

- **License:** **Medical Doctor**
  COST: $200.00 Application fee
  $140.00 Renewal fee
  MCA: Title 37, Chapter 3
  ARM: Title 8, Chapter 28

- **License:** **Nutritionist**
  COST: $45.00 Application fee
  $25.00 Renewal fee
  MCA: Title 37, Chapter 25
  ARM: Title 8, Chapter 28

- **License:** **Physician Assistant - certified**
  COST: $150.00 Application fee
  $ 50.00 Renewal fee
  MCA: Title 37, Chapter 20
  ARM: Title 8, Chapter 28

- **License:** **Podiatrist**
  COST: $200.00 Application fee
  $140.00 Renewal fee
  MCA: Title 37, Chapter 6
  ARM: Title 8, Chapter 28

Funeral Service, Board of
(406) 444-5433

- **License:** **Crematory Operator/Technician**
  COST: $ 75.00 Application
  $ 40.00 Renewal
  $100.00 Crematory Application
  $200.00 Crematory Initial Inspection fee
  $125.00 Renewal - separate facility
  $ 50.00 Renewal - attached facility
  $ 25.00 Temporary Permit
  $100.00 Late Crematory Renewal

- **License:** **Funeral Director**
  COST: $40.00 Renewal
  MCA: Title 37, Chapter 19
  ARM: Title 8, Chapter 30

- **License:** **Mortician**
  COST: $75.00 Application
  $30.00 Intern
  $60.00 Renewal
  $50.00 Late fee
  MCA: Title 37, Chapter 19
  ARM: Title 8, Chapter 30

- **License:** **Mortuary**
  COST: $200.00 New Facility Inspection fee
  $ 45.00 Original
  $125.00 Renewal (includes inspection)
  $100.00 Late fee
  MCA: Title 37, Chapter 19
  ARM: Title 8, Chapter 30

Nursing, Board of
(406) 444-2071 or 4279

- **License:** **Advanced Practice Registered Nurse Recognition**
  COST: $50.00 Application fee
  $25.00 Renewal
  MCA: Title 37, Chapter 8
  ARM: Title 8, Chapter 32

- **License:** **Prescriptive Authority**
  COST: $75.00 Application fee
  $50.00 Renewal fee (even-numbered years)
  MCA: Title 37, Chapter 8
  ARM: Title 8, Chapter 32

- **License:** **Registered or Licensed Practical Nurse**
  COST: $70.00 Examination or Endorsement
  $40.00 Annual Renewal
  $25.00 Endorsement License to another state
  $88.00 NCLEX fee to testing company
  MCA: Title 37, Chapter 8
  ARM: Title 8, Chapter 32

Nursing Home Administrators, Board of
(406) 444-3728

- **License:** **Nursing Home Administrator**
  COST: $ 30.00 Application
  $ 40.00 Temporary Permit
  $100.00 April Exam
  $120.00 October Exam
  $ 85.00 Reciprocal
  $ 60.00 Active Renewal
  $ 30.00 Inactive Renewal
  $ 10.00 Licensing History
  $ 25.00 Penalty - Late Renewal
  $ 10.00 Duplicate License
  $ 10.00 List of Licenses
  MCA: Title 37, Chapter 9
  ARM: Title 8, Chapter 34

Occupational Therapists, Board of
(406) 444-3091

- **License:** **Occupational Therapist**
  COST: $160.00 Registered
  $160.00 Assistant
  $ 80.00 Permit Holder
  $ 60.00 Active Renewal
  $ 60.00 Late fee
  $ 15.00 Inactive Renewal
  MCA: Title 37, Chapter 24
  ARM: Title 8, Chapter 35

Optometry, Board of
(406) 444-1698

- **License:** **Optometrist**
  COST: $125.00 Original Certificate fee
  $250.00 Reciprocity
  $100.00 Annual Renewal
  $100.00 Late Renewal
  $ 50.00 TPA Certificate fee
  MCA: Title 37, Chapter 10
  ARM: Title 8, Chapter 36

Outfitters and Professional Guides, Board of
(406) 444-3738

- **License:** **Outfitter**
  COST: $200.00 New Outfitter License fee
  $100.00 Exam fee
  $300.00 Investigation fee
  $150.00 Renewal fee
  $150.00 Inactive License
  $150.00 Amended Application and Re-exam
  $300.00 Late Renewal Penalty
  $100.00 Operations Plan (Review for amend.)
  $425.00 Equipment Inspection
  $ 75.00 Guide License
  MCA: Title 37, Chapter 47
  ARM: Title 8, Chapter 39

Passenger Tramway, Board of
(406) 444-3561

- **License:** **Certificate to Operate Tramway**
  COST: $100.00 each Aerial Passenger Tramway
  $ 50.00 each Ski Mobile or Chairlift
  $ 25.00 each J-Bar, T-Bar, or Platter Pull
  $ 25.00 each Rope or Wire Tow
  Gross Receipts Tax 1/8 of 1% of all gross receipts.
  MCA: Title 23, Chapter 2
  ARM: Title 8, Chapter 63

- **License:** **Certificate of Registered Tramway Engineer**
  COST: $10.00 Application
  $ 5.00 Renewal
  MCA: Title 23, Chapter 2
  ARM: Title 8, Chapter 63

Pharmacy, Board of
(406) 444-1653

- **License:** **Mail-Order Pharmacy**
  COST: To be determined
  MCA: Title 37, Chapter 7

- **License:** **Pharmacy Technician Utilization Plan**
  COST: $150.00 Original License
  $ 75.00 Annual Renewal
  ARM: Title 8, Chapter 40

- **License:** **Registered Pharmacist, Certified Pharmacy, Pharmacy Interns; Licenses for — Dangerous Drug: Manufacture/Distribute, Dispense, and Research/Analyze**
  COST: $ 60.00 Original Registration (Pharmacist)
  $175.00 Examination
  $250.00 Reciprocity
  $ 55.00 Pharmacist Annual Renewal
  $ 55.00 Pharmacist Penalty fee
  $200.00 Certified Pharmacy Original
  $100.00 Certified Pharmacy Annual Renewal
  $100.00 Certified Pharmacy Penalty fee
  $ 75.00 Certified Pharmacy, Class IV Facility (original and renewal)
  $ 40.00 Intern Registration
  $ 10.00 Certification of grades/transfer of intern hours
  $ 15.00 Copies
  $100.00 Original Registration DDA manufacture/distribute
  $100.00 DDA Manufacture Renewal fee
  $ 35.00 DDA Dispense Renewal fee
  $ 35.00 Original Registration DDA Dispense
  $ 50.00 Registration DDA research/analyze
  MCA: Title 37, Chapter 7
  Title 45, Chapters 9 and 10
  Title 50, Chapter 32
  ARM: Title 8, Chapter 40

- **License:** **Wholesale Drug Distributor**
  COST: $150.00 Original License
  $ 75.00 Annual fee
  $ 75.00 Penalty fee
  ARM: Title 8, Chapter 40

Physical Therapists, Board of
(406) 444-3728

- **License:** **Physical Therapist**
  COST: $75.00 PES Exam
  $50.00 Endorsement
  $25.00 Renewal
  $50.00 Late Renewal
  $50.00 Temporary License
  $25.00 Original
  $ 5.00 Jurisprudence Re-exam
  $ 5.00 Duplicate License
  $ 5.00 List of Licenses
  MCA: Title 37, Chapter 11
  ARM: Title 8, Chapter 42

Plumbers, Board of
(406)

- **License:** **Plumber**
  COST: $125.00 Application plus exam
  $125.00 Master Plumber
  $ 75.00 Journeyman
  MCA: Title 37, Chapter 69
  ARM: Title 8, Chapter 44

Private Security, Patrolmen, and Investigators, Board of
(406) 444-3728

- **License:** **Private Security, Patrolmen, and Investigators**
  COST: $75.00 each — Contract Security Company, Proprietary Security Organization, Private Investigator, Qualifying Agents and Resident Managers, and Security Alarm Installer
  $25.00 Unarmed License Renewal
  $35.00 Armed License Renewal (One-half price on renewals only for each additional license for dual or multiple licenses)
  $15.00 each — Armed Contract Security Employee, Armed Proprietary Security Employee
  $10.00 Renewal fee (Armed)
  $10.00 Unarmed Employee, Contract Security Employee, Proprietary Security Employee, or Alarm Installer Employee
  $ 5.00 Renewal (Unarmed)
  $15.00 Late Renewal fee
  $15.00 Exam fee
  $15.00 Re-exam fee
  $ 5.00 Late Renewals
  $10.00 Branch Office Application
  MCA: Title 37, Chapter 60
  ARM: Title 8, Chapter 50

Professional Engineers and Land Surveyors, Board of
(406) 444-4285

- **License:** **Engineer, Land Surveyor, Engineer Intern Certification, Land Surveyor Intern**
  Engineer/Surveyor/Emeritus/Corp.
  COST: $ 40.00 EI Application and Exam
  $120.00 Montana EI (Engineer Application and Exam)
  $140.00 Out-of-State EI
  $100.00 Engineer Comity (reciprocity)
  $ 60.00 LSI Application and Exam
  $ 80.00 LS Application and Exam
  $100.00 LS Comity and Exam
  $160.00 E/S Comity and Exam
  $ 50.00 Re-exam (all categories)
  $ 40.00 PE, LS Biennial Renewal
  $ 60.00 E/S Biennial Renewal
  $ 15.00 Emeritus (one-time fee)
  $ 40.00 Corporation (first year)
  $ 15.00 Corporation Renewal (biennial)
  MCA: Title 37, Chapter 67
  ARM: Title 8, Chapter 48

Psychologists, Board of
(406) 444-5436

- **License:** **Psychologist**
  COST: $175.00 Application fee
  $275.00 Exam (written)
  $100.00 Exam (oral)
  $110.00 Renewal fee
  MCA: Title 37, Chapter 17
  ARM: Title 8, Chapter 52

Public Accountants, Board of
(406) 444-3739

- **License:** **Certified Public Accountant and Licensed Public Accountant**
  COST: $130.00 Exam
  $ 32.50 Re-exam fee for each part
  $100.00 Reciprocity or Transfer of Grades
  $ 70.00 Original and Renewal of Permit
  $ 35.00 Original and Renewal for Nonpermit holder
  MCA: Title 37, Chapter 50
  ARM: Title 8, Chapter 54

Radiologic Technologists, Board of
(406) 444-3091

- **License:** **Radiologic Technician - Limited Permit Holder**
  COST: $30.00 General Exam
  $15.00 Each Additional Exam
  $60.00 Application
  $35.00 Original Certificate
  $25.00 Renewal
  $ 5.00 Duplicate
  $70.00 Temporary Permit
  MCA: Title 7, Chapter 14
  ARM: Title 8, Chapter 56

- **License:** **Radiological Technologists**
  COST: $30.00 Application
  $15.00 Original Certificate
  $25.00 Renewal
  $40.00 Late fee
  $ 5.00 Duplicate
  MCA: Title 37, Chapter 14
  ARM: Title 8, Chapter 56

Real Estate Appraisers, Board of
(406) 444-3561

- **License:** **Certified General Appraiser, Certified Residential Appraiser, Real Estate Appraiser**
  COST: $150.00 Original License/renewal (annually)
  $100.00 Late renewal fee
  $ 38.00 Exam fee
  $150.00 Temporary Permit
  $ 20.00 Address change
  $ 25.00 Federal Registry fee
  $ 75.00 Upgrade fee
  MCA: Title 8, Chapter 57
  ARM: Title 37, Chapter 54

Realty Regulation, Board of
(406) 444-2961

- **License:** **Branch Office**
  COST: $30.00 License
  $30.00 Renewal fee
  MCA: Title 37, Chapter 53
  ARM: Title 8, Chapter 58

- **License:** **Broker**
  COST: $ 47.00 Exam
  $ 65.00 License
  $ 60.00 Renewal fee
  $ 40.00 Re-exam
  $ 10.00 Inactive File
  $100.00 Late Renewal fee
  MCA: Title 37, Chapter 51
  ARM: Title 8, Chapter 58

- **License:** **Property Management License**
  COST: $ 40.00 Exam
  $ 50.00 License
  $200.00 Course
  $ 40.00 Renewal
  MCA: Title 37, Chapter 51
  ARM: Title 8, Chapter 58

- **License:** **Property Manager**
  COST: $ 40.00 Exam
  $200.00 Course
  $ 50.00 License
  $ 15.00 Duplicate License
  $ 35.00 Recovery Account fee - Assessed if not currently a licensed realtor
  MCA: Title 37, Chapter 51
  ARM: Title 8, Chapter 58

- **License:** **Timeshare**
  COST: $25.00 Course
  $35.00 Exam
  $15.00 Sales License
  $15.00 Renewal
  $35.00 Broker License
  $35.00 Renewal
  $50.00 Late Renewal
  MCA: Title 37, Chapter 53
  ARM: Title 8, Chapter 58

- **License:** **Timeshare Registration**
  COST: $500.00 Registration
  $200.00 Renewal
  MCA: Title 37, Chapter 53
  ARM: Title 8, Chapter 58

- **License:** **Sales Person**
  COST: $ 47.00 Exam
  $ 47.00 Re-exam
  $ 35.00 Original License
  $ 30.00 Change of Place
  $ 15.00 Duplicate License
  $ 15.00 Duplicate Pocket Card
  $ 50.00 Reinstatement of License
  $ 10.00 Placing Active License Inactive
  $ 30.00 Activating an Inactive License
  $ 35.00 Original Recovery Assessment
  $ 30.00 Renewal fee
  $100.00 Late Renewal fee
  $ 50.00 Continuing Education Application
  $ 25.00 Continuing Education Instructor Application
  $125.00 List of Licensees
  $ 35.00 One-time recovery fund fee
  MCA: Title 37, Chapter 51
  ARM: Title 8, Chapter 58

Respiratory Care Practitioners, Board of
(406) 444-3091

- **License:** **Respiratory Care Practitioner**
  COST: $60.00 Application
  $60.00 Temporary Permit
  $40.00 Renewal (May 1)
  MCA: Title 37, Chapter 28
  ARM: Title 8, Chapter 59

Must pass NBRC exam

Sanitarians, Board of
(406) 444-3091

- **License:** **Registered Sanitarian**
  COST: $50.00 Application
  $90.00 Exam or Re-exam
  $35.00 Renewal fee
  $35.00 Late fee
  $50.00 Reciprocity
  $25.00 Sanitarian-in-Training
  MCA: Title 37, Chapter 40
  ARM: Title 8, Chapter 60

Social Work Examiners and Professional Counselors, Board of
(406) 444-4285

- **License:** **Clinical Social Worker or Clinical Professional Counselor**
  COST: $ 50.00 Application fee
  $ 50.00 Exam fee
  $ 50.00 Original License and Renewal - Annual
  $110.00 Social Worker Exam (paid to the testing service)
  $100.00 Counselor Exam (paid to the testing service)
  MCA: Title 37, Chapter 22 (Social Workers)
  Title 37, Chapter 23 (Counselors)
  ARM: Title 8, Chapter 61

Speech Pathologists and Audiologists, Board of
(406) 444-3091

- **License:** **Speech Pathologist, Audiologists and Aide**
  COST: $40.00 Application
  $25.00 License
  $20.00 Renewal — in addition to a late fee of $2.00 per month after renewal date (cannot exceed $20.00)
  $10.00 Inactive
  $20.00 Aide
  $10.00 Late fee (if application is submitted after October 31) — Aide only
  MCA: Title 37, Chapter 15
  ARM: Title 8, Chapter 62

Veterinary Medicine, Board of
(406) 444-5436

- **License:** **Embryo Transfer Technician**
  COST: $450.00 Exam
  $ 25.00 Renewal
  MCA: Title 37, Chapter 18
  ARM: Title 8, Chapter 64

- **License:** **Veterinarian**
  COST: $ 75.00 Exam Application
  $ 50.00 Restoration
  $ 25.00 Renewal
  MCA: Title 37, Chapter 18
  ARM: Title 8, Chapter 64

Weights and Measures Bureau
1520 East 6th Avenue, Room 50
PO Box 200512
Helena, MT 59620-0512
(406) 444-3164

- **License:** **Petroleum Dealer's License**
  COST: Variable
  MCA: Title 82, Chapter 15
  ARM: Title 8, Chapter 77

- **License:** **Weighing Device Permit**
  COST: Variable
  MCA: Title 30, Chapter 12

DEPARTMENT OF ENVIRONMENTAL QUALITY

Air Quality Division

836 Front Street
Helena, MT 59620
(406) 444-3454
(406) 444-5275 - fax

- **License:** **Montana Air Quality Operating Permit**
  COST: Variable depending upon annual emissions rate of company; minimum rate of $250.00 annual. New applications for permits are a minimum of $250.00. Operating permits must be reapplied for every five years.
  MCA: Title 16, Chapter 8, Part 19

- **License:** **Montana Air Quality Preconstruction Permit**
  COST: Variable depending upon annual emissions rate of company; minimum rate of $250.00 annual. New applications for permits are a minimum of $250.00.
  MCA: Title 16, Chapter 8, Part 19

- **License:** **Open Burning Permit (Major, Trade Waste, Landfill, etc.)**
  COST: Variable depending upon type of permit and quantity; minimum rates range from $100.00 to $250.00. Annually for major open burning, trade waste and others require a permit and a fee for each occurrence.
  MCA: Title 16, Chapter 8, Part 19

Occupational and Radiological Health Bureau

836 Front Street
Helena, MT 59620
(406) 444-3671
(406) 444-5275 - fax

- **License:** **Accreditation of Asbestos Inspector; Asbestos Management Planner; Asbestos Abatement Project Designer; Asbestos Abatement Contractor/ Supervisor; and Asbestos Worker**
  COST: $ 30.00 Worker
  $125.00 Contractor Supervisor
  $125.00 Project Designer
  $125.00 Management Planner
  $125.00 Inspector
  $250.00 (or the sum of individual fees, whichever is less) Renewal requires completion of refresher course. An appropriate surcharge will be added for each accreditation category for courses that are not Montana-approved, unless the individual is seeking to reciprocate with another state card.
  MCA: Title 75, Chapter 2
  ARM: Title 16, Chapter 42

- **License:** **Asbestos Abatement Annual Permits**
  COST: $1,500.00 Annual
  $2,000.00 Annual without side contractor
  MCA: Title 75, Chapter 2
  ARM: Title 16, Chapter 42

- **License:** **Asbestos Abatement Project Permits and Emergency Asbestos Project Permits**
  COST: Based on contract volume for asbestos abatement, per project
  MCA: Title 75, Chapter 2
  ARM: Title 16, Chapter 42

Waste Management Division

2209 Phoenix Avenue
PO Box 200901
Helena, MT 59620-0901
(406) 444-1430

- **License:** **Halogenated Solvent User Registration**
  COST: None; one-time registration, no renewal
  MCA: Title 75, Chapter 10

- **License:** **Hazardous Waste Generator Registration**
  COST: Annual fees assessed depending upon quantity of hazardous waste generated. Annual renewal.
  MCA: Title 75, Chapter 10

ARM: Title 16, Chapter 44

- **License: Hazardous Waste Management Facility Permit**
  COST: Application and issuance fees dependent upon hazardous waste management processes employed. Fees assessed on commercial hazardous waste management facilities, dependent upon total quantity of hazardous waste received at facilities.
  MCA: Title 75, Chapter 10
  ARM: Title 16, Chapter 44

- **License: Hazardous Waste Transporter Registration**
  COST: None; renewal every three years
  MCA: Title75, Chapter 10
  ARM: Title 16, Chapter 44

- **License: Motor Vehicle Wrecking Facility/ Graveyard**
  COST: $50.00 per year, renewal on January 1 of each year
  MCA: Title 75, Chapter 10
  ARM: Title 16, Chapter 14

Application must be made on forms provided by the department. Application forms are also available from county junk vehicle programs.

- **License: Solid Waste Management System**
  COST: Varies: up to $10,000.00 (possibly more) (one-time application fee) depending on type, facility, and size. Annual renewals between $400.00 to $3,500.00, plus 31¢ per ton disposal fee on municipal solid waste.
  MCA: Title 75, Chapter 10
  ARM: Title 16, Chapter 14

Includes a wide range of municipal, private industrial, and commercial solid waste management and disposal activities.

Underground Storage Tank Program

(406) 444-5970

- **License: Notification Requirement Registration**
  COST: $50.00 per year for each tank over 1,100-gallon capacity
  $20.00 per year for each tank 1,100-gallon or less capacity
  MCA: Title 75, Chapter 10
  ARM: Title 16, Chapter 45

Underground Storage Tanks (UST) or Above Ground Storage Tanks (AST) with Underground Piping containing Petroleum Products or Hazardous Substances must be registered with the Department.

USTs and underground piping from ASTs located at farms and residences (1,100 gallons or less only) and installed prior to 04/27/95 are exempt from the UST regulations. All others are required to comply.

- **License: Permit Requirement**
  COST: Permit fee varies depending on the type of work to be completed on the UST system.
  MCA: Title 75, Chapter 11
  ARM: Title 16, Chapter 45

A permit is required for installation, removal, modifications, repairs, lining, installation of vapor or ground water monitoring wells at existing facilities, cathodic protection installation at existing facilities, and leak investigation at existing facilities. Permit is valid for six (6) months.

- **License: Underground Storage Tank Inspector**
  COST: $100.00 Examination fee
  $ 50.00 Annual Renewal
  MCA: Title 75, Chapter 11
  ARM: Title 16, Chapter 45

License valid for three (3) years, renewed annually. During three-year license term, 16 hours of continuing education credits must be received by licensee for license renewal. Must be an employee or contractor with a Local Governmental Implementing Agency for the UST Program to be licensed.

- **License: Underground Storage Tank Installer/ Remover**
  COST: $100.00 Examination fee
  $ 50.00 Renewal
  MCA: Title 75, Chapter 11
  ARM: Title 16, Chapter 45

Effective October 1, 1993, individuals who install UST Cathodic protection or external release detection equipment must also be licensed. License valid for three (3) years, renewed annually. During three-year license term, 16 hours of continuing education credits must be received by licensee for license renewal.

Reclamation Division

1625 11th Avenue
PO Box 201601
Helena, MT 59620-1601
(406) 444-2074

- **License: Coal Mine Operating Permit**
  COST: $100.00 One-time fee
  MCA: Title 82, Chapter 4, Part 223
  ARM: Title 26, Chapter 4, Parts 1141-1148

Contact the Department of Environmental Quality, Reclamation Division, Coal and Uranium Bureau for application procedures.

- **License:** **Coal and Uranium Prospecting Permit**
  COST: $100.00 One-time fee
  MCA: Title 84, Chapter 4, Part 3
  ARM: Title 26, Chapter 4, Parts 1001, 1003, 1102

Contact the Department of Environmental Quality, Reclamation Division, Coal and Uranium Bureau for application procedures.

- **License:** **Hard-Rock Mining Exploration Permit**
  COST: $5.00 One-time fee
  MCA: Title 82, Chapter 4, Part 3
  ARM: Title 26, Chapter 4, Parts 1141-1148

Contact the Department of Environmental Quality, Reclamation Division, Hard-Rock Bureau for applications procedures.

- **License:** **Hard-Rock Mining Operating Permit**
  COST: $25.00 One-time fee
  MCA: Title 82, Chapter 4, Part 335
  ARM: Title 26, Chapter 4, Part 107

Contact the Department of Environmental Quality, Reclamation Division, Hard-Rock Mining Bureau for application procedures.

- **License:** **Open-Cut Mining Contractor**
  COST: $50.00 One-time fee
  MCA: Title 82, Chapter 4, Part 432
  ARM: Title 26, Chapter 4, Part 203

Contact the Department of Environmental Quality, Reclamation Division, Open Cut Mining Bureau for application procedures. Government entities are exempt from the $50.00 fee.

Water Quality Division

1400 East Broadway
Cogswell Building
Helena, MT 59620
(406) 444-2406

- **License:** **Subdivision Certificate of Approval**
  COST: No more than $120.00 per living unit
  MCA: Title 76, Chapter 4
  ARM: Title 16, Chapter 16

DEPARTMENT OF FISH, WILDLIFE, AND PARKS

Fisheries Division

1420 East 6th Avenue
Helena, MT 59620
(406) 444-2449

- **License:** **Commercial Fishing Permit**
  COST: $500.00 Class A
  $200.00 Class B
  No fee for Class X
  MCA: Title 87, Chapters 3 and 4
  ARM: Title 12, Chapter 7

Law Enforcement Division

1420 East 6th Avenue
PO Box 200701
Helena, MT 59620-0701
(406) 444-2452

- **License:** **Bird Farm Permit/Fur Farm Permit**
  COST: $25.00 Initial
  $15.00 Renewal (annually)
  MCA: Title 87, Chapter 4
  ARM: Title 12, Chapter 6

- **License:** **Commercial Minnow Seining License**
  COST: $10.00 License (annually)
  MCA: Title 87, Chapters 3 and 4
  ARM: Title 12, Chapter 7

- **License:** **Fishing Pond — Commercial**
  COST: $500.00 Surety bond required (annually)
  MCA: Title 87, Chapter 4

- **License:** **Fishing Pond — Private**
  COST: None
  MCA: Title 87, Chapter 4

- **License:** **Fur/Hide Dealer License**
  COST: $10.00 Resident (annually)
  $50.00 Nonresident minimum, or same as applicant's home state, whichever is higher
  $10.00 Fur Dealer Agent
  MCA: Title 87, Chapter 4
  ARM: Title 12, Chapter 6

- **License:** **Game Farm License**
  COST: $200.00 New (1-20 animals)
  $ 50.00 Renewal (1-20 animals)
  $300.00 New (21-60 animals)
  $100.00 Renewal (21-60 animals)
  $400.00 New (60+ animals)
  $200.00 Renewal (60+ animals)

MCA: Title 87, Chapter 4
ARM: Title 12, Chapter 6

- **License: Game Farm Permit**
  COST: $100.00 Initial fee
  $ 25.00 Annual fee
  MCA: Title 87, Chapter 4
  ARM: Title 12, Chapter 6

- **License: Shooting Preserve License**
  COST: $50.00 for first 160 acres, plus $20.00 for each additional 160 acres (annually)
  MCA: Title 87, Chapter 4
  ARM: Title 12, Chapter 6

- **License: Taxidermist License**
  COST: $15.00 Annual fee
  MCA: Title 87, Chapter 4

- **License: Zoo (roadside) or Menagerie Permit**
  COST: $10.00 for 5 animals or less (annually)
  $25.00 for more than 6 animals (annually)
  MCA: Title 87, Chapter 4
  ARM: Title 12, Chapter 6

DEPARTMENT OF JUSTICE

Gambling Control Division

2550 Prospect Avenue
PO Box 201424
Helena, MT 59620-1424
(406) 444-1971

- **License: Antique Slot Machine Owner**
  COST: $50.00 Annual License fee
  MCA: Title 23, Chapter 5

- **License: Card Dealer License Application**
  COST: $75.00
  $25.00 Renewal
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

Applications for dealer licenses are available only at driver examination stations. A first-time applicant for a card dealer's license must pay $75.00. If the renewal application is not received within 30 days, the holder shall reapply for a new original license.

- **License: Card Room Contractor License Application**
  COST: $150.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

- **License: Distributor License Application**
  COST: $1,000.00 Processing fee
  $1,000.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs. The Department may waive the application license and processing fee if the applicant is licensed as a manufacturer or route operator and if the applicant is substantially the same and has not added strangers to the license.

- **License: Electronic Live Bingo and Keno Equipment Manufacturer**
  COST: $1,000.00 Processing fee
  $1,000.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs. The annual license fee and processing fee for a license to manufacture illegal gambling devices is waived if the applicant has a manufacturer-distributor's license.

- **License: Gambling Operator License Application — Nonprofit Organizations**
  COST: $50.00 Processing fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the processing fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs.

- **License: Gambling Operator License Application — Partnership or Corporation**
  COST: $500.00 Processing fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs.

- **License: Gambling Operator License Application — Sole Proprietorship**
  COST: $400.00 Processing fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs.

- **License: Manufacturer of Illegal Gambling Devices**
  COST: $1,000.00 Processing fee
  $1,000.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs. The annual license fee and processing fee for a license to manufacture illegal gambling devices is waived if the applicant has a manufacturer-distributor's license.

- **License: Manufacturer License Application**
  COST: $1,000.00 Processing fee
  $1,000.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the processing fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs. The Department may waive the application license and processing fee if the applicant is licensed as a distributor or route operator and if the applicant is substantially the same and has not added strangers to the license.

- **License: Route Operator License Application**
  COST: $1,000.00 Processing fee
  $1,000.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs. The Department may waive the application license and processing fee if the applicant is licensed as a manufacturer or route operator and if the applicant is substantially the same and has not added strangers to the license.

- **License: Sport Tab Card Manufacturer**
  COST: $1,000.00 Processing fee
  $1,000.00 Annual License fee
  MCA: Title 23, Chapter 5
  ARM: Title 23, Chapter 16

One-time processing fee is collected to cover the actual cost of determining whether the applicant qualified for licensure. The Division refunds any overpayment of the process fee or collects an amount sufficient to reimburse the Division for any underpayment of actual costs. The annual license fee and processing fee for a license to manufacture illegal gambling devices is waived if the applicant has a manufacturer-distributor's license.

Motor Vehicle Division

Title & Registration Bureau

925 Main Street
Deer Lodge, MT 59722-1480
(406) 846-1423

- **License: Auto Auction**
  COST: $500.00 For Each First-time Application
  $100.00 Annual renewal
  $ 3.00 per Auto Auction Plate (no dealer plates)
  MCA: Title 61, Chapter 4

- **License: Boat Dealers**
  COST: $5.00 for one set of decals
  $2.00 for each additional set of decals
  MCA: Title 23, Chapter 2

License must be renewed annually and accompanied by a $5,000.00 Surety bond. Dealer must sell a minimum of five (5) boats a year or pay an additional fee of $50.00 for that year.

- **License: Manufacturer, Distributor, or Importer**
  COST: $15.00 Annual fee, renewal in June of each year
  MCA: Title 61, Chapter 4

■ **License: Motorcycle Dealers**
COST: $45.00 License fee
$ 5.00 Application fee
$ 3.00 per demonstration plate (no dealer plates)**
MCA: Title 61, Chapter 4
Application must be renewed annually and accompanied by a $10,000.00 Surety bond.

■ **License: New Car Dealer**
COST: $25.00 License fee includes one (1) set of dealer plates**
$ 5.00 Application fee
$25.00 per set of additional dealer plates
$ 3.00 per demonstrator plate
MCA: Title 61, Chapter 4
Application must be renewed annually and accompanied by a $25,000.00 Surety bond. Must maintain on file with the Title & Registration Bureau a copy of current certified sales or franchise agreement from distributor.

■ **License: Off-Highway Vehicle (OHV)**
COST: $5.00 Application fee
$5.00 Registration fee entitles dealer to two (2) identification cards
$2.00 per each additional identification card
MCA: Title 23, Chapter 2
License must be renewed annually. Dealer must sell a minimum of three (3) OHVs during the preceding year or pay an additional $50.00 renewal registration fee and provide a copy of a new off-highway vehicle franchise or sales agreement that the applicant has with a manufacturer, importer, or distributor.

■ **License: Recreational Vehicle Dealer**
COST: $25.00 License fee includes one (1) set of dealer plates**
$ 5.00 Application fee
$25.00 per set of additional dealer plates
$ 3.00 per demonstrator plate
MCA: Title 61, Chapter 4
Application must be renewed annually and accompanied by a $25,000.00 Surety bond. Must certify that applicant is recognized by a manufacturer, importer, or distributor as a dealer in recreational vehicles.

■ **License: Snowmobile Dealers**
COST: $5.00 Application fee
$5.00 Registration fee entitles dealer to two (2) identification cards
$2.00 per additional identification cards
MCA: Title 23, Chapter 2
License must be renewed annually. Dealer must sell a minimum of five (5) snowmobiles during the preceding year or pay an additional fee of $50.00 to renew the license; or provide a copy of a written new snowmobile franchise or sales agreement that the applicant has with a manufacturer, importer, or distributor.

■ **License: Trailer Dealer and Special Mobile Equipment**
COST: $45.00 License fee
$ 5.00 Application fee
$ 3.00 per demonstrator plate (no dealer plates)**
MCA: Title 61, Chapter 4
Application must be renewed annually and accompanied by a $25,000.00 Surety bond if trailer gross vehicle weight (GVW) exceeds 6,000 lbs.; $10,000.00 Surety bond if trailer GVW is 6,000 lbs. or under. Contact County Assessor for value assessment.

■ **License: Used Car Dealer**
COST: $300.00 Initial fee for original application
$ 5.00 Application fee
$ 25.00 License fee includes set of dealer plates**
$ 25.00 per set of additional dealer plates
$ 3.00 per demonstrator plate
MCA: Title 61, Chapter 4
Application must be renewed annually and accompanied by a $25,000.00 Surety bond. Used car dealers must sell a minimum of six (6) cars per year or the initial $300.00 fee will have to be paid upon renewal of the license.

■ **License: Wholesaler License (in any category)**
COST: $30.00 License
$ 3.00 per wholesaler plate (no dealer plates)
$ 5.00 Application fee
MCA: Title 61, Chapter 4
Application must be renewed annually and accompanied by a $10,000.00 Surety bond, if wholesaling only trailers 6,000 GVW or less or motorcycles. Wholesaling all other vehicles requires a $25,000.00 Surety bond.

****After July 1 of each year, the dealer license and plate fee is cut in half for the remainder of that year.**

DEPARTMENT OF LABOR AND INDUSTRY

Employment Relations Division

Workers' Compensation Regulations Bureau

1805 Prospect Avenue
PO Box 8011
Helena, MT 59604-8011
(406) 444-7734

- **License: Contractor Registration**
  COST: $80.00
  MCA: Title 39, Chapter 9, Part 201

All general and specialty contractors must register on or before July 1, 1996. Registration must be renewed annually. Registration requirements include proof of compliance with unemployment insurance, proof of compliance with Workers' Compensation, and posting a Surety bond.

- **License: Independent Contractor Exemption**
  COST: Effective July 1, 1995 initial application is free; $25.00 for each subsequent application or renewal.
  MCA: Title 39, Chapter 71, Part 401(3)

Must be renewed annually by completing renewal application and providing evidence of ownership of independently established business, operating free from control and direction both under contract and in fact.

- **License: Montana Professional Employee Organizations and Groups Licensing Act**
  COST: $750.00 Annual fee
  MCA: Title 39, Chapter 8

Senate Bill 264, passed by the 1995 Legislature, requires professional employer organizations and other businesses offering employee leasing services to Montana employers to become licensed by the Montana Department of Labor and Industry. If you have questions, please call Jeanne Johns at (406) 444-6526.

- **License: Professional Employer Organization License**
  COST: $750.00 Resident/Nonresident unrestricted
  $500.00 Restricted
  Annual renewal
  MCA: Title 39, Chapter 1

Not more than 100 leased employees working in this state. The provisional license will allow the applicant to operate as a professional employer organization while the Department processes the application.

Unemployment Insurance Division

1327 Lockey Avenue
Walt Sullivan Bldg.
PO Box 1728
Helena, MT 59624-1728
(406) 444-3834

- **License: Registration of Employers Requirement**
  COST: None
  MCA: Title 39, Chapter 51
  ARM: Title 24, Chapter 11

Employers with total payroll of $1,000.00 or more must register with Unemployment Insurance.

DEPARTMENT OF LIVESTOCK

Animal Health Division

State Veterinarian

301 North Roberts Street
Scott Hart Building
PO Box 202001
Helena, MT 59620-2001
(406) 444-2043

- **License: Health Certificates procured at owner's expense at origin**

- **License: Aerial Hunting Permit (of Coyotes)**
  COST: $30.00 for one (1) year
  $40.00 for two (2) years
  $50.00 for three (3) years
  MCA: Title 81, Chapter 7
  ARM: Title 32, Chapter 22

- **License: Animal Importation Permit**
  COST: None
  MCA: Title 81, Chapter 2
  ARM: Title 32, Chapter 3

- **License: Bovine Semen Shipment, Manufacture, or Sale Permit**
  COST: None
  MCA: Title 81, Chapter 2
  ARM: Title 32, Chapter 3

- **License: Brucellosis Vaccination Certificate**
  COST: None
  MCA: Title 81, Chapter 2
  ARM: Title 32, Chapter 3

Brand Enforcement Division

(406) 444-2045

- **License: Hide Dealers or Buyers**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 8
  ARM: Title 32, Chapter 15

- **License: Livestock Dealers**
  COST: $50.00 Annual fee
  MCA: Title 81, Chapter 8
  ARM: Title 32, Chapter 15

- **License: Livestock Market Certificate of Public Convenience & Necessity**
  COST: $100.00 Annual fee
  MCA: Title 81, Chapter 8
  ARM: Title 32, Chapter 15

Meat, Milk, and Egg Inspection Division

(406) 444-5202

- **License: Condensed, Evaporated, or Powdered Milk Factory**
  COST: $50.00 Annual fee
  MCA: Title 81, Chapter 21
  ARM: None—see Federal Regulation

- **License: Cream Station**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 22
  ARM: Title 32, Chapter 9

- **License: Dairy Producer**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 21
  ARM: Title 32, Chapter 9

A dairy is a place where milk or cream is produced and kept in its original form for public consumption.

- **License: Egg Dealers**
  COST: $ 5.00 Retailer
  $20.00 Wholesale annually
  MCA: Title 81, Chapter 20
  ARM: Title 32, Chapter 12

Applies to those selling more than 25 cases per month.

- **License: Egg Graders**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 20
  ARM: Title 32, Chapter 12

- **License: Fluid Milk Plant**
  COST: $50.00 Annual fee
  MCA: Title 81, Chapter 21
  ARM: Title 32, Chapter 9

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

- **License: Garbage Feeding Establishment (for swine consumption)**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 21
  ARM: Title 32, Chapter6

Must comply with specific cooking of garbage requirements.

- **License: Grader, Weigher, Sampler, and Hauler**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 22
  ARM: Title 32, Chapter 10

Required for grading, weighing, sampling, or hauling dairy products.

- **License: Manufactured Dairy Products**
  COST: $5.00 Annual fee
  MCA: Title 81, Chapter 22
  ARM: Title 32, Chapter 9

Not required if dairy is licensed under MCA Title 81, Chapter 21.

- **License: Manufactured Dairy Products Plant**
  COST: $50.00 Annual fee
  MCA: Title 81, Chapter 22
  ARM: Title 32, Chapter 9

- **License: Meat/Poultry Slaughterhouse, Meat/Poultry Packinghouse, Meat/Poultry Depot**
  COST: $25.00 Annual fee
  MCA: Title 81, Chapter 9
  ARM: Title 32, Chapter 6

Slaughterhouse means place where meat and/or poultry are butchered.

Packinghouse means place where meat and/or poultry are prepared and/or processed.

Meat Depot means place where meat and/or poultry products are stored.

- **License: Milk and Creamer Tester**
  COST: $10.00 Annual fee
  MCA: Title 81, Chapter 22
  ARM: Title 32, Chapter 10

- **License: Milk Distributor**
  COST: 10.00 Annual fee
  MCA: Title 81, Chapter 23
  ARM: Title 32, Chapter 10

- **License: Montana Quality Label**
  COST: None
  MCA: Title 81, Chapter 2
  ARM: Title 32, Chapter 6

- **License: Permission for Sale or Distribution of Animal Tuberculin**
  COST: None
  MCA: Title 81, Chapter 2
  ARM: Title 32, Chapter 3

Department must be notified of destination.

- **License: Rendering or Disposal Plant**
  COST: $5.00 Annual
  MCA: Title 81, Chapter 9
  ARM: Title 32, Chapter 6

Must comply with Departmental sanitary requirements.

Milk Control Bureau

1520 E. 6th Avenue
PO Box 200512
Helena, MT 59620-0512
(406) 444-2875

- **License: Producer, Producer-Distributor, Distributor, and Jobber Licenses**
  COST: $2.00 Annual fee per license
  MCA: Title 81, Chapter 23

DEPARTMENT OF NATURAL RESOURCES & CONSERVATION

Trust Land Management

1625 Eleventh Avenue
Helena, MT 59620
(406) 444-2074

- **License: Forest Products**
  COST: Permits are required to harvest forest products from state-owned forest land. These include fire wood, Christmas trees, posts, poles, and saw timber. Permits are required in all cases and fees vary. Contact nearest Department office for more information.
  Collected by: Information available from and fees collected by Department of Natural Resources and Conservation

- **License: Land Use Fees**
  COST: These fees include grazing and agricultural lease fees, mining leases, prospecting permits, oil and gas leases, right-of-way easements, and others. Any individual considering the use of state land for any purpose should consult the nearest Department office. Required of those using state school trust lands.
  Collected by: Department of Natural Resources and Conservation

- **License: Professional Financial Consultant**
  COST: Fees set by rule, up to 50 percent of the actual direct cost of services, not to exceed $250.00
  Collected by: Department of Agriculture

- **License: Recreational Use License sold by authorized Fish, Wildlife, and Parks license agents**
  COST: $5.00 Annual fee (March 1 - February 28)
  MCA: Chapter 609 - Laws of 1991 Legislative Session; Amends 17-70-502, 19-8-504, 77-1-101, 77-1-202, 77-1-203, 77-1-204, 77-1-402, 87-1-102, 87-1-502, 87-1-504, and 87-1-601.
  ARM: Title 26, Chapter 3

Required of those using state school trust lands for hunting and fishing. Other types of recreational use require Land Use License with the fees variable depending on use.

- **License: Sawmill License**
  COST: $2.00 License fee — Portable sawmills located on forest land must be licensed.
  Collected by: Department of Natural Resources and Conservation

■ **License: Special Use Fees**
COST: Use of state-owned forest or water resource land for grazing livestock, cabin sites, right-of-way easements, etc., requires special use permits. Fees vary depending on use.
Collected by: Department of Natural Resources and Conservation

■ **License: Timber Slash**
COST: Before cutting forest trees or building logging roads on private lands, you must sign a Hazard Reduction Agreement with the DNRC. The agreement says that you will meet DNRC's minimum standards for controlling fire hazards caused by your slash. The agreement is issued for a fee of $20.00 payable to DNRC. Also, purchasers of logs, posts, and poles will withhold the equivalent of $6.00 per 1,000 board feet (MBF) from their payment to you and transmit the money to DNRC as performance bond. The bond is refundable after DNRC certifies that you have met the slash standards. In addition, purchasers will withhold from their payment to you 60 cents per MBF for DNRC's services. If you sell more than 500 MBF in any year, the excess service fees will be refunded by DNRC when the agreement is closed.
Collected by: Department of Natural Resources and Conservation

Water Resources Division

1520 East 6th Avenue
PO Box 202301
Helena, MT 59620-2301
(406) 444-6601

■ **License: Construction Permit for High-Hazard Dam**
COST: None
MCA: Title 85, Chapter 15
ARM: Title 36, Chapter 14
Permit required for construction of a new "high-hazard dam" or major repair, alteration, enlargement, or removal of a "high-hazard dam". A high-hazard dam is defined as a dam having a capacity of 50 acre-feet or larger and loss of life is likely to occur if the dam should fail. An application for hazard classification is submitted initially to the Department if the classification is unknown.

■ **License: Floodplain Building Permit**
COST: None
MCA: Title 76. Chapter 5
ARM: Title 36, Chapter 15
A permit is required for new construction, substantial improvement, or alteration of an artificial obstruction within a designated floodplain if the political subdivision fails to adopt land use regulations and administrative and enforcement procedures that meet or exceed the minimum standards established by statute and Department rules. Normally, the Floodplain Building Permit is obtained from the appropriate city or county government having jurisdiction over the area of designated floodplain.

■ **License: Monitoring Well Constructor**
COST: $165.00 New
$140.00 Renewal
MCA: Title 37, Chapter 43
ARM: Title 36, Chapter 21
Any firm, corporation, or partnership may engage in the business of constructing or installing monitoring wells provided a licensed monitoring well constructor is in charge of all monitoring well installation.

■ **License: Operation Permit for High-Hazard Dam**
COST: None
MCA: Title 85, Chapter 15
ARM: Title 36, Chapter 14
Permit required for operation of a "high-hazard dam" defined as having a capacity of 50 acre-feet or larger and loss of life is likely if the dam should fail. An application for operation permit consists of a description of operation procedures, maintenance plan, emergency action plan, and a recent engineer's inspection of the dam. If the hazard classification is unknown, an application for hazard classification is submitted initially to the Department.

■ **License: Water Well Constructor**
COST: $275.00 New
$140.00 Renewal
MCA: Title 37, Chapter 43
ARM: Title 36, Chapter 21
Any firm, corporation, or partnership may engage in the business of constructing water wells provided a licensed water well contractor is placed in charge of all water well construction.

■ **License: Water Well Driller**
COST: $165.00 New
$ 90.00 Renewal
MCA: Title 37, Chapter 43
ARM: Title 36, Chapter 21
A licensed water well driller must be employed by a licensed water well constructor.

OFFICE OF PUBLIC INSTRUCTION

Superintendent's Office

State Capitol, Room 106
PO Box 202501
Helena, MT 59620-2501
(406) 444-3150

- **License: Licensing/Certification of Teachers**
  COST: $6.00 for each term of the certificate
  $6.00 if never held a Montana certificate
  $6.00 Duplicate certificate
  ARM: Title 20, Chapter 4, Part 109

Also requires successful completion of the National Teacher Exam Core Battery (10.57.211 and 212). Teachers wishing to hold two or more classes of certification simultaneously must apply for and pay the required fee for each class. Two or more classes of certificate may be issued, but each must be maintained on its own merit.

- **License: Textbook Dealers**
  COST: $10.00 payable to Secretary of State
  MCA: Title 20, Chapter 7, Part 601

Contact the Office of Public Instruction for the license application and requirements. The completed application must be returned to the Secretary of State's Office with the bond. This office then forwards the bond to the Attorney General for approval and files it with the Secretary of State.

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

Certification and Licensure Bureau

1400 East Broadway
Cogswell Building
PO Box 200901
Helena, MT 59620-0901
(406) 444-2037

- **License: Certification of Health Care Facilities-**
  Ambulatory Surgical Center
  Comprehensive Outpatient Rehabilitation Facility
  ESRD and Outpatient Radiation Therapy Facility
  Home Health Agency
  Hospice
  Hospital
  Hospital Laboratory (licensed for CLIA)
  Independent Laboratory
  Long-term Care Facility (Nursing Home)
  Medical Assistance Facility
  Outpatient Physical Therapy, Occupational Therapy, Speech Pathology
  Rural Health Clinic
  AUTHORITY: U.S.C. Title 18 (Medicare) and Title 19 (Medicaid)

- **License: Health Care Facility License**
  Adult Day Care Center
  Ambulatory Surgical Facility
  Chemical Dependency Facility
  Health Maintenance Organization
  Home Health Agency
  Home IV Services (Single Service)
  Hospice
  Hospital
  Infirmary
  Intermediate Care Facility for the Mentally Retarded
  ESRD Clinic
  Long-term Care Facility (Nursing Home)
  Medical Assistance Facility
  Mental Health Center
  Outpatient Facility
  Personal Care Facility (A & B)
  Public Health Center
  Rehabilitation Facility
  Retirement Homes
  Adult Foster Homes
  Residential Treatment Facility
  Specialty Mental Health Facility
  Swing Beds (Hospital)
  COST: $20.00 Facilities with 20 beds or less (annually)
  $ 1.00 per bed per year — facilities with 21 beds or more
  $20.00 services without inpatient beds (annually)
  $45.00 Initial Inspection

$90.00 per bed — Personal Care Facility Initial Inspection - B
$70.00 per bed — Personal Care Facility Inspection - A
MCA: Title 50, Chapter 5
ARM: Title 16, Chapter 32

Health Planning Program
(406) 444-4349

- **License: Certificate of Need for Health Care Facilities/Services**
  Ambulatory Surgical Center
  Capital Expenditures
  COST: $1,500,000.00 for construction of Health Care Facilities
  $ 75,000.00 for acquisition of new equipment
  $ 15,000.00 for new Services
  Chemical Dependency Facility
  Home Health Agency
  Inpatient Psychiatric
  Intermediate Care Facility for the Mentally Retarded
  Long-term Care Facility (Nursing Home)
  Medical Assistance Facility
  Mental Health Center with Inpatient Services
  Personal Care Facility
  Rehabilitation Facility (Inpatient)
  Residential Treatment Facility
  Special Mental Health Facility
  Swing Beds
  COST: $500.00 or 0.35% of total capital expenditure, whichever is greater
  MCA: Title 50, Chapter 5
  ARM: Title 16, Chapter 32

Emergency Medical Services Bureau
1400 East Broadway
Cogswell Building
Helena, MT 59620
(406) 444-3895

- **License: Emergency Medical Services License to Conduct Air, Ground Transport or Nontransport of Emergency Medical Service**
  COST: $35.00 for two (2) years
  $35.00 Renewal
  MCA: Title 50, Chapter 6
  ARM: Title 16, Chapter 30

Detailed licensing requirements are contained in the Administrative Rules.

Food and Consumer Safety Bureau
1400 Broadway
Cogswell Building
Helena, MT 59620
(406) 444-2408

- **License: Food Purveyor License**
  COST: $60.00 Annual fee
  $25.00 Late penalty fee
  MCA: Title 50, Chapter 50
  ARM: Title 16, Chapter 10

Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.

- **License: Public Accommodation License (hotel/motel/tourist home, rooming house or boarding house)**
  COST: $40.00 Annual fee
  $25.00 Late penalty fee
  MCA: Title 50, Chapter 51
  ARM: Title 16, Chapter 10

Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.

- **License: Public Swimming Pool/Spa or Area Approval**
  COST: $50.00 or $75.00
  $50.00 fee for owner/operator also licensed as Public Accommodations
  $25.00 late penalty fee
  MCA: Title 50, Chapter 53
  ARM: Title 16, Chapter 10

- **License: Septic Tank, Cesspool, and Privy Cleaner License**
  COST: $25.00 Annual fee
  $25.00 Late penalty fee
  MCA: Title 37, Chapter 41
  ARM: Title 16, Chapter 14

Disposal sites must be approved by county health officer or sanitarian.

- **License: Swimming Pool or Area Approval**
  COST: $50.00 or $75.00
  $25.00 late penalty fee
  $50.00 fee for owner/operators also licensed as Public Accommodations.
  MCA: Title 50, Chapter 53
  ARM: Title 16, Chapter 10

Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.

- **License:** **Tourist Campground and/or Trailer Court License (rv & tent spaces, mobile home sites), youth camps, and work camps**
  COST: $40.00 Annual fee
  $25.00 late penalty fee
  MCA: Title 50, Chapter 52
  ARM: Title 16, Chapter 10

Individuals must contact the County Sanitarian in the county in which the business will operate to receive license.

Family Services Licensing Program

48 North Last Chance Gulch
PO Box 8005
Helena, MT 59604-8005
(406) 444-5900

- **License:** **Child Adoption Agencies**
  COST: None
  MCA: Title 52, Chapter 2
  ARM: Title 11, Chapter 11

- **License:** **Child Care Agencies — 24-Hour Care 13 or More Children**
  COST: None
  MCA: Title 41, Chapter 3
  ARM: Title 11, Chapter 12

- **License:** **Child-Placing Agencies**
  COST: None
  MCA: Title 52, Chapter 2
  ARM: Title 11, Chapter 11

- **License:** **Community Homes for Developmentally Disabled**
  COST: None
  MCA: Title 52, Chapter 4
  Title 53, Chapter 20
  ARM: Title 11, Chapter 18

- **License:** **Day-Care Center — Less Than 24-Hour Care, 13 or more Children**
  COST: None
  MCA: Title 52, Chapter 2
  ARM: Title 11, Chapter 14

- **License:** **Day-Care Family Home, 1 to 6 Children**
  COST: None
  MCA: Title 52, Chapter 2
  ARM: Title 2, Chapter 14

- **License:** **Day-Care Group Homes, 6 to 12 Children**
  COST: None
  MCA: Title 52, Chapter 2
  ARM: Title 2, Chapter 14

- **License:** **Group Homes for the Physically Disabled, 2 to 9 severely disabled persons**
  COST: None
  MCA: Title 52, Chapter 4
  ARM: Title 11, Chapter 19

- **License:** **Youth Foster Care, 24-Hour Care, 6 or less Children**
  COST: None
  MCA: Title 41, Chapter 3
  ARM: Title 11, Chapter 12

- **License:** **Youth Group Home, 24-Hour Care, 7 to 12 Children**
  COST: None
  MCA: Title 41, Chapter 3
  ARM: Title 11, Chapter 12

DEPARTMENT OF PUBLIC REGULATION

Transportation Division

1701 Prospect Avenue
PO Box 202601
Helena, MT 59620-2601
(406) 444-6191

- **License:** **Certificate of Public Convenience and Necessity**
  COST: $100.00 1-5 Counties
  $200.00 6-25 Counties
  $300.00 25 Counties to Statewide
  MCA: Title 69, Chapters 11 and 12
  ARM: Title 38, Chapters 2 and 3

Certificate is required for interstate for-hire transportation of passengers, household goods, and garbage. Burden of proof is on the applicant to prove that he/she is fit, willing, and able to provide the service, and that there is a public need for the service.

DEPARTMENT OF REVENUE

Income and Miscellaneous Tax Division

Business Tax Section

125 N. Roberts Street
Mitchell Building, Room 426
PO Box 202701
Helena, MT 59620-2701
(406) 444-3388

- **License:** ***NO STORE LICENSE REQUIRED AFTER AUGUST 31, 1991.***
  MCA: Title 15, Chapter 57

- **License:** **Accommodations Tax Registration (Bed Tax)**
  COST: None
  MCA: Title 15, Chapter 65
  ARM: Title 42, Chapter 14

A 4% charge is assessed on users of hotels, motels, campgrounds, RV parks, dude ranches, condominiums, resorts, inns, bed and breakfasts, dormitories, public lodging houses and hostels. The owner/operator of each facility is responsible for collecting and remitting the tax to the Department of Revenue quarterly.

- **License:** **Cigarette Dealer**
  COST: $5.00 to $50.00 annually
  MCA: Title 16, Chapter 11
  ARM: Title 42, Chapter 31

- **License:** **Contract Award Report**
  COST: None
  MCA: Title 15, Chapter 50
  ARM: Title 42, Chapter 31

A gross receipts tax of 1% of the gross contract price is assessed on all public contracts in excess of $5,000.00.

- **License:** **Nursing Facility Bed Tax**
  COST: $2.00 per bed per day
  $2.80 per bed per day

- **License:** **Registration for Consumer Counsel Tax**
  COST: None
  MCA: Title 69, Chapter 1

Tax is assessed at .08% of gross receipts. Municipalities are exempt as of October 1, 1995. Motor carriers transporting household goods, waste, and passengers remain regulated by the PSC and are required to file. Private utilities remain regulated by PSC and are required to file. Rates are set in August.

- **License:** **Registration for Emergency Telephone Tax (911) and Telecommunications Tax (TDD)**
  COST: None
  MCA: Title 10, Chapter 4
  Title 53, Chapter 19
  ARM: Title 42, Chapter 31

Tax is assessed per access line per month. Rates are $0.25 for 911 and $0.10 for TDD. Cellular and mobile telephones are subject to the tax. Tax is collected from the subscriber.

- **License:** **Registration of Employer for Withholding and Old Fund Liability Taxes**
  COST: None
  MCA: Title 15, Chapter 30
  Title 39, Chapter 71
  ARM: Title 42, Chapter 17

Income tax is withheld from the employee's wages at the statutory rate. Old Fund Liability Tax is withheld from gross wages at a rate of .2%. The employer is responsible for paying .5% of gross wages.

- **License:** **Registration of Employer for Withholding and Old Fund Liability Taxes (OFLT)**
  COST: None
  MCA: Title 39, Chapter 71
  ARM: Title 42, Chapter 17

- **License:** **Registration for Nursing Facility Bed Tax**
  COST: None
  MCA: Title 15, Chapter 60

Facilities pay $2.80 per bed per day (FY95). No increase in fee for FY96.

- **License:** **Registration for Public Service Commission Tax**
  COST: None
  MCA: Title 69, Chapter 1

Tax is assessed at .23% of gross receipts. Municipalities are exempt as of October 1, 1995. Private utilities remain regulated by the PSC and are required to file. Rates are set in August.

- **License:** **Registration for Telephone License Tax**
  COST: None
  MCA: Title 15, Chapter 53

Tax of 1.8% on intrastate gross revenue of a telephone business.

Liquor Division

2517 Airport Road
PO Box 1712
Helena, MT 59620-1712
(406) 444-0700

- **License:** **Airport — All-Beverage License**
  COST: $800.00 One-time fee, but must file renewal application each year. License is nontransferable.
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **All-Beverage**
  COST: $400.00 to $800.00 Annually by population
  $ 100.00 Processing fee
  $20,000.00 Original fee for cities with populations over 10,000.
  $ 250.00 to 650.00 Nationally Chartered Veterans' Organizations
  $ 300.00 Passenger Carrier License (railroads and airlines)
  $ 20.00 Special All-alcoholic Beverage license for veterans' and fraternal organizations
  $ 2,000.00 Resort
  $ 250.00 Catering endorsement (all renewed annually)
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Beer Retail**
  COST: $200.00 On/off premise — annually
  $100.00 Processing fee
  $ 30.00 (2-day minimum, then $15.00 per day thereafter) for special beer and/or table wine permits for associations or corporations
  $ 10.00 per day, veterans' or fraternal special permit
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Beer Wholesaler**
  COST: $400.00 Annual fee
  $100.00 Processing fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Beer and Wine Catering Endorsement**
  COST: $200.00 Annual fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Brewer or Beer Importer**
  COST: $500.00 Annual fee
  $100.00 Processing fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Liquor Manufacturer**
  COST: $600.00 Annual fee
  $100.00 Processing fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Nonprofit Arts Organization On-premise Consumption (beer/wine)**
  COST: $250.00 Due July 1, annually
  $100.00 Processing fee
  MCA: Title 16, Chapter 4

- **License:** **Publicly Owned Golf Course Beer and Wine License**
  COST: $400.00 Due July 1, annually
  $100.00 Processing fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Tourboat endorsement on a Resort License**
  COST: $200.00 Annual fee; must file renewal application each year
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Wine Distributor**
  COST: $400.00 Annual fee
  $100.00 Processing fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

- **License:** **Wine Retail**
  COST: $200.00 On/off premises, annual fee
  $100.00 Processing fee
  MCA: Title 16, Chapter 4
  ARM: Title 42, Chapter 12

Natural Resource and Corporation Tax Division

125 Roberts Street
Sam W. Mitchell Building
Room 330
Helena, MT 59620
(406) 444-2441

- **License:** **Cement & Gypsum Producer's License Tax**
  COST: .22c/ton of cement
  .05c/ton of gypsum
  MCA: Title 15, Chapter 59

- **License:** **Coal Severance Tax**
  COST: Imposed on all coal mined in the state. Producers of over 50,000 tons of coal pay a quarterly severance tax on all production in excess of 20,000 tons. Producers under 50,000 tons per year are exempt from the tax. The first 2 million tons of coal produced per year that are processed by an approved coal enhancement facility are exempt from tax. This exemption applies to coal produced during calendar year 1995 and subsequent years. The exemption terminates on December 31, 2005. Tax rates depend on heat content (BTUs per pound) of the coal and the method of extraction. The value of coal to which the severance tax is applied is the contract sales price.
  Strip-mined Coal:
  Under 7,000 Btus - 10% of value
  7,000 and over - 15% of value
  Underground Coal:
  Under 7,000 Btus - 3% of value
  7,000 and over - 4% of value
  MCA: Title 15, Chapter 35

- **License:** **Corporation License Tax**
  COST: 6.75% of net income earned in Montana, Annually
  MCA: Title 15, Chapter 31

Corporation Tax Bureau

(406) 444-2441

- **License:** **Electrical Energy Producers License Tax**
  COST: A quarterly tax imposed on any business engaged in the generation of electrical energy. Tax is $0.0002 per Kilowatt-hour of electrical energy generated, manufactured, or produced.
  MCA: Title 15, Chapter 51

- **License:** **Metalliferous Mines License Tax**
  COST: Mining operations in which metals or gems are extracted are subject to a severance tax based on the gross value of the product. Concentrate shipped to a smelter, mill, or reduction work is taxed at 1.81% of gross value over $250,000.00. Gold, silver, or any platinum-group metal that is ore, bullion, or matte and that is shipped to a refinery is taxed at 1.6% of gross value over $250,000.00. Gross value under $250,000.00 is taxed at 0%.
  MCA: Title 15, Chapter 37

- **License:** **Micaceous Mines License Tax**
  COST: The operation of any mine extracting micaceous minerals is subject to a license tax of five cents (5¢) per ton of concentrate mined, extracted, or produced.
  MCA: Title 15, Chapter 37

- **License:** **Nonprofit Organizations**
  COST: None
  MCA: Title 15, Chapter 31
  ARM: Title 42, Chapter 23

Must register with the Secretary of State as a nonprofit organization.

- **License:** **Oil and Gas Privilege and License Tax**
  COST: All operators and producers of oil and gas are required to pay an assessment on crude petroleum or natural gas at a rate not to exceed 2/10 of 1% of its market value through June 30, 1995. July 1, 1995 forward rate not to exceed 3/10 of 1%.
  MCA: Title 82, Chapter 11

SECRETARY OF STATE

Business Services Bureau

State Capitol, Room 225
PO Box 202801
Helena, MT 59620-2801
(406) 444-3665

- **License:** **Textbook Dealers License**
  COST: $10.00
  MCA: 20-7-601

Contact the Office of Public Instruction for the license application and requirements: OPI, Superintendent's Office, Room 106, State Capitol, Helena, MT 59620; (406) 444-3150. The completed application must be returned to the Secretary of State's Office with the bond. This office then forwards the bond to the Attorney General for approval, who then files it with the Secretary of State.

Corporations Bureau

State Capitol, Room 225
Helena, MT 59620
(406) 444-3665

- **License: Articles of Incorporation**
  COST: $20.00 plus license fee based on authorized shares (Minimum $70.00)
  MCA: Title 35, Chapter 1
  ARM: Title 44, Chapter 5

Further forms will be required for any amendments to articles.

- **License: Articles of Incorporation for Domestic Corporations**
  COST: $20.00 Domestic Profit Corporation, plus license fee based on authorized shares (Minimum $70.00)
  $20.00 Domestic Nonprofit Corporation
  MCA: Title 35, Chapter 1
  ARM: Title 44, Chapter 5

Annual reports must be filed (fee of $10.00). Further filings will be required for any amendments to articles.

- **License: Articles of Organization for Domestic Limited Liability Company**
  COST: $70.00
  MCA: Title 35, Chapter 8
  ARM: Title 44, Chapter 5

Further filings are required for any amendments to articles. An annual report must be filed (fee of $10.00).

- **License: Certificate of Authority for Foreign Corporations**
  COST: $120.00 Foreign Profit Corporation
  $ 20.00 Foreign Nonprofit Corporation
  MCA: Title 35, Chapter 1
  ARM: Title 44, Chapter 5

Further filings will be required for any amendments to registration. Annual reports must be filed (fee of $10.00).

- **License: Certificate of Authority for Foreign Limited Liability Company**
  COST: $70.00
  MCA: Title 35, Chapter 8
  ARM: Title 44, Chapter 5

Further filings are required for any amendments to registration. An annual report must be filed (fee of $10.00).

- **License: Certificate of Limited Partnership - Domestic**
  COST: $20.00 — Reregister every five (5) years
  MCA: Title 35, Chapter 12
  ARM: Title 44, Chapter 5

Further filings will be required for any amendment to registration.

- **License: Registration of Assumed Business Name (ABN)**
  COST: $15.00 — Renewed every five (5) years
  MCA: Title 30, Chapter 13
  ARM: Title 44, Chapter 5

Further filings will be required for any amendment to registration.

- **License: Registration of Foreign Limited Partnership**
  COST: $20.00 — Reregister every five (5) years
  MCA: Title 35, Chapter 12
  ARM: Title 44, Chapter 5

Further filings will be required for any amendments to registration.

- **License: Registration of Limited Liability Partnership**
  COST: $70.00 — Reregister every five (5) years
  MCA: Title 30, Chapter 13

Further filings will be required for any amendments to registration.

- **License: Registration of Trademark**
  COST: $20.00 — Renewed every ten (10) years
  MCA: Title 30, Chapter 13
  ARM: Title 44, Chapter 5

Further forms will be required for any amendments to registration.

NOTE: Facsimile services available. Please contact the Secretary of State's office.

DEPARTMENT OF TRANSPORTATION

Administration Division

2701 Prospect Avenue
PO Box 201001
Helena, MT 59620-1001
(406) 444-6023

Administration Unit

(406) 444-0806

- **License: Alcohol Distributor License**
  COST: None
  MCA: Title 15, Chapter 70
  ARM: Title 18, Chapter 9

License is nontransferable and shall be issued until cancelled for cause.

Accounting Services Bureau

(406) 444-3832

- **License: Gasoline/Special Fuel Dealer Refund**
  COST: None
  MCA: Title 15, Chapter 70
  ARM: Title 18, Chapter 9

License is nontransferable and shall be issued until cancelled for cause.

- **License: Gasoline/Special Fuel Distributor License**
  COST: Variable
  MCA: Title 15, Chapter 70
  ARM: Title 18, Chapter 9

Motor Carrier Services Division

2701 Prospect Avenue
PO Box 2639
Helena, MT 59604-2639
(406) 444-6130
(406) 444-7670 - fax

- **License: Application and Special Permit (MCS Form #32)**
  COST: Variable.
  MCA: Title 61, Chapter 10
  ARM: Title 18, Chapter 8

Overdimensional permit issued for a single trip or for a license year.

- **License: Application and Special Permit (MCS Form #32-W)**
  COST: Variable
  MCA: Title 61, Chapter 10
  ARM: Title 18, Chapter 8

Overdimensional permit issued for a single trip or for a calendar quarter, calendar year.

- **License: Custom Combine Vehicle Permit (MCS For #2)**
  COST: $40.00 to $105.00 Nonresident
  $20.00 Resident
  MCA: Title 61, Chapter 10
  Title 15, Chapter 24
  ARM: Title 18, Chapter 8

Issued to operators engaged in custom combine operations (harvest).

- **License: Diesel Fuel User**
  COST: Required bond amount determined by Division. The bond can be either a Surety bond or Cash bond.
  MCA: Title 15, Chapter 70
  ARM: Title 42, Chapter 28

- **License: Gross Vehicle Weight Fees Receipt (MCS Form #3)**
  COST: Variable
  MCA: Title 61, Chapters 3 and 10
  ARM: Title 18, Chapter 8

This permit issued to all pickups, trucks, and truck-tractors. May be purchased with vehicle registration.

- **License: International Fuel Tax Agreement (IFTA)**
  COST: $2.00 per set of decals. Bond amount determined by Division. Bond may be either a Surety bond or Cash bond.
  MCA: Title 15, Chapter 70

Applicant must be an interstate motor carrier.

- **License: International Registration Plan (IRP) and Proportional Licensing (Prorated)**
  COST: Percentage of miles traveled in Montana
  MCA: Title 61, Chapters 3 and 10
  ARM: Title 18, Chapter 8

License of interstate motor carriers.

- **License: Liquefied Petroleum Gas (LPG) License (MCS Form #13)**
  COST: $27.00 to $1,806.00
  MCA: Title 15, Chapter 71
  ARM: Not assigned

- **License: Restricted Route Load Permits (MCS Form #32)**
  COST: $ 20.00 Trip
  $100.00 Term
  MCA: Title 61, Chapters 3 and 10
  ARM: Title 18, Chapter 8

For combination vehicles exceeding 80,000 pounds legal axle weight.

- **License: Temporary Special Fuel Permit — LPG Permit (MCS Form #32)**
  COST: $30.00 Diesel
  $20.00 LPG
  MCA: Title 15, Chapters 70 and 71
  ARM: Not assigned

Issued to resident and nonresident in lieu of regular license through the Department of Transportation.

- **License: Temporary Trip Permit (MCS Form #32)**
  COST: Variable (01/01/96)
  MCA: Title 61, Chapter 10
  ARM: Title 18, Chapter 8

Issued to nonresident vehicles in lieu of regular license.

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1,500 copies of this public document were published at an estimated cost of $2.00 per copy, for a total cost of $3,000.00, which includes $3,000.00 for printing and $.00 for distribution.